

TRIAL SUPPORT PREPARATION WORKSHEET

Requested By:

Date:

Case Caption:

Client:

Client/Matter #:

I. Trial/Hearing Information

Type of Proceeding:
Date:
Location:
Anticipated Length:
Is courtroom "wired"? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, list trial equipment available in the courtroom:
Court IT staff contact:
Have you visited courtroom or received information on layout? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are there any limitations affecting equipment set up? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide detail:
Court: Street Address: Main Line: Judge: Courtroom (Division #): Judge's Clerk & Phone Number: Order obtained to bring in trial equipment to courtroom and breakout room? <input type="checkbox"/> YES <input type="checkbox"/> NO Court House Security Contact: Clearance obtained to bring in trial equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO

II. Brief Description of Project and Objectives for Trial Presentation

Description/Objectives:

III. Case Contacts

Responsible Attorney:
Paralegal:
Legal Secretary:
Trial IT Support:
Practice Support Project Manager:
Document copy / scanning vendor: Courtroom technology vendor: War room office technology vendor:
Opposing Counsel:
Co-Counsel or Local Counsel:
Other:

IV. Case Materials (Items currently available)

Type of Material [Check all that apply]	Description
<input type="checkbox"/> Documents	Estimated Volume: <input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital Format File type, if Digitized: Description/Other Comments:
<input type="checkbox"/> Deposition Transcripts & Videos	Types: <input type="checkbox"/> Fact Witness # of Fact Witnesses: <input type="checkbox"/> Expert Witness # of Expert Witnesses: <input type="checkbox"/> Other: Estimated Volume of Transcripts: Estimated Volume of Videos: <input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital Format File type, if Digitized: Synchronized with transcript? <input type="checkbox"/> YES <input type="checkbox"/> NO Description/Other Comments:
<input type="checkbox"/> Photographs	Estimated Volume: <input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital Format File type, if Digitized: Description/Other Comments:
<input type="checkbox"/> Other	Description: Prepared by: <input type="checkbox"/> Hard Copy <input type="checkbox"/> Digital Format File type, if Digitized:

V. Deliverables (To be presented at Trial)

Required Deliverables [Check all that apply]	Description/Instructions
<input type="checkbox"/> Document Exhibits	<input type="checkbox"/> Estimated volume to be selected for trial: : Description/Instructions:
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Prepare Excerpts for Display Description/Instructions:
<input type="checkbox"/> Photographs	<input type="checkbox"/> Estimated volume to be selected for trial: Description/Instructions:
<input type="checkbox"/> Video Deposition	<input type="checkbox"/> Synchronize with Transcript Description/Instructions:
<input type="checkbox"/> X-rays/CT Scans	<input type="checkbox"/> Estimated volume to be selected for trial: Description/Instructions:
<input type="checkbox"/> Timelines	Description/Instructions:
<input type="checkbox"/> Graphics	<input type="checkbox"/> Static <input type="checkbox"/> Animations Description of graphics desired/Instructions: Prepared by:
<input type="checkbox"/> Electronic Trial Binder	Prepared by: Description /Instructions: Navigation to Exhibits by: <input type="checkbox"/> Bar Codes <input type="checkbox"/> Bates #'s/Doc ID #'s

VI. Software and Presentation Method

Item [Check all that apply]	Description
<input type="checkbox"/> Presentation Software	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Sanction: <input type="checkbox"/> Other: Description /Instructions:

Item [Check all that apply]	Description
<input type="checkbox"/> Exhibit Preparation	<input type="checkbox"/> In-house preparation of exhibits and configure software (for “basic” presentations) <input type="checkbox"/> Vendor will prepare exhibits and configure software Additional Instructions:
<input type="checkbox"/> Trial Presentation	<input type="checkbox"/> In-house running of the software at proceeding (short hearings/mediations) <input type="checkbox"/> Vendor will prepare exhibits and set up software Additional Instructions:

VII. Required Courtroom Equipment

Type of Equipment [Check all that apply]	Supplier
<input type="checkbox"/> Document Camera	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Audio	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Flat Panel Computer Monitors	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Video Deletion / “Kill” Switch	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Projector Stands	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Cables	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> PowerPoint Remote Control/Laser Pointers	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other:

Type of Equipment [Check all that apply]	Supplier
	Description /Instructions:
<input type="checkbox"/> Touch Screens	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Trial Laptops	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Other Equipment	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:

VIII. Required Breakout Room Equipment

Type of Equipment [Check all that apply]	Supplier
<input type="checkbox"/> B/W Printer	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Color Printer	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Multi-function Machine	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Laptop / Desktop with Monitor	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Other Equipment	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:

IX. Hotel Information:

Hotel:
Street Address:
Main Line:

Hotel IT Contact:

Hotel Internet Bandwidth:
 Shared among all guests: YES NO

Firewall Restrictions: YES NO VPN Restrictions: YES NO

Guest Room Internet Access: Wired Wireless (802.11b or 802.11g)
 Guest Room Internet Access Procedures:

Internet Support Contact:

Hotel Conference Room (War Room):

Conference Room Internet Bandwidth: Bandwidth dedicated to the reserved conference room: YES NO
 Public IP address assigned to the reserved conference room: YES NO
 Conference Room Internet Access: Wired Wireless (802.11b or 802.11g)

Internet Support Contact:

War Room Vendor Contact:

Co-counsel sharing the war room: YES NO
 If YES, list networking equipment they will bring:

X. Required War Room Equipment

Type of Equipment [Check all that apply]	Supplier
<input type="checkbox"/> Networking (Router, switch)	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Server (to host document and transcript databases)	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Laptop / Desktop with Monitor	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> B/W Printer	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Scanner & PC	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:

<input type="checkbox"/> Color Printer	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Multi-function Machine	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Full-size Copier (to be vended)	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions:
<input type="checkbox"/> Other Equipment	<input type="checkbox"/> In-house <input type="checkbox"/> Vendor: <input type="checkbox"/> Other: Description /Instructions: