

Court Preparation Worksheet

A Tool for Staying Organized

This worksheet is designed to help you organize the essential information and materials for your court appearance. Fill this out completely before your hearing to ensure you have all the necessary details at your fingertips.

1. Case Information

Detail	Your Information
Case Name (e.g., <i>Smith v. Jones</i>)	_____
Case Number	_____
Court Location (Name and Address)	_____
Hearing Date	_____
Hearing Time	_____
Judge' s Name (if known)	_____
Opposing Party' s Name	_____

2. Key Issues and Goals

Clearly define the main points you need to make and what you are asking the judge to do.

Main Points I Need to Explain:

1. _____
2. _____
3. _____
4. _____

What I Am Asking the Judge to Do (The Relief Requested):

3. Evidence Checklist

Use this section to track the documents and witnesses you plan to present.

Item	Description	Location in My Files	Status (e.g., Labeled as Exhibit A)
Key Documents (e.g., Contract, Lease, Photos)	_____	_____	_____
Witness List (Name and Contact)	_____	_____	_____
Affidavits/Sworn Statements	_____	_____	_____
Other Exhibits (e.g., Objects, Videos)	_____	_____	_____

4. Final Preparation Notes

- **Opposing Party's Argument:** What is the strongest point the other side will make?

 - **My Response:** How will I factually and calmly respond to that point?

 - **Next Steps:** What is the next thing I need to do after the hearing?

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Important Notice:

The information provided in this worksheet is for educational purposes only. We do not provide legal advice, legal interpretation, or attorney services, and we cannot represent anyone in court. Our goal is to help you learn, understand, and feel confident when navigating legal topics.
