

# Document Preparation Checklist

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*A Plain-Language Guide to Staying Organized*

This checklist is designed to ensure that every document you file with the court is complete, properly supported, and ready for submission. Use this as a final review before you head to the courthouse.

## 1. Case Information

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Ensure you have all the necessary identifying information for your case written down accurately.

Detail	Status	Notes
Case Number	<input type="checkbox"/>	Must be exactly as it appears on the court's documents.
Court Name	<input type="checkbox"/>	Full name of the court (e.g., Superior Court of [County]).
Hearing Date & Time	<input type="checkbox"/>	Confirmed the date and time of the hearing.
Judge's Name	<input type="checkbox"/>	Confirmed the name of the judge or commissioner.

## 2. Document and Filing Requirements

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This section ensures the document itself is ready for the court.

Requirement	Status	Notes
<b>Original Document</b>	<input type="checkbox"/>	The original motion, response, or affidavit is signed and dated.
<b>Exhibits Labeled</b>	<input type="checkbox"/>	All supporting documents (Exhibits) are clearly labeled (e.g., Exhibit A, B, C).
<b>Exhibits Attached</b>	<input type="checkbox"/>	All Exhibits are securely attached to the original document.
<b>Proof of Service</b>	<input type="checkbox"/>	A completed <b>Proof of Service</b> form is attached, showing the opposing party was served.
<b>Copies Made</b>	<input type="checkbox"/>	At least one copy for the court, one for the opposing party, and one for your file.
<b>Filing Fee</b>	<input type="checkbox"/>	Confirmed the filing fee amount and have payment ready (or have a fee waiver form ready).

### 3. Evidence and Testimony Preparation

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This section focuses on the substance of your case.

Requirement	Status	Notes
<b>Key Facts Organized</b>	<input type="checkbox"/>	Used the <b>Case Timeline</b> to ensure all facts are in chronological order.
<b>Photos/Receipts Gathered</b>	<input type="checkbox"/>	All physical evidence is collected and ready to be presented.
<b>Witness List Prepared</b>	<input type="checkbox"/>	Names and contact information for all witnesses are on a separate list.
<b>Witnesses Notified</b>	<input type="checkbox"/>	Witnesses have been notified of the hearing date and time.
<b>Opening Statement Ready</b>	<input type="checkbox"/>	Practiced a brief, factual opening statement.

## 4. Logistics and Personal Preparation

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This section focuses on your readiness for the day of the hearing.

Requirement	Status	Notes
<b>Directions Confirmed</b>	<input type="checkbox"/>	Know the route and parking situation for the courthouse.
<b>Schedule Cleared</b>	<input type="checkbox"/>	All work/personal commitments are cleared for the entire day of the hearing.
<b>Arrangements Made</b>	<input type="checkbox"/>	Childcare or eldercare arrangements are finalized.
<b>Dress Code</b>	<input type="checkbox"/>	Clothes are neat, clean, and respectful (no shorts, hats, or casual wear).
<b>Arrive Early</b>	<input type="checkbox"/>	Plan to arrive at the courthouse at least 30 minutes before the hearing time.
<b>Phone Silenced</b>	<input type="checkbox"/>	Phone is completely turned off before entering the courtroom.
<b>Notes Ready</b>	<input type="checkbox"/>	Your notes and this checklist are in your file and ready to go.

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### **Important Notice:**

This checklist is for educational and clerical support only. We do not provide legal advice, legal interpretation, or attorney services, and we cannot represent anyone in court. Adjust items as needed for your specific situation.

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