

Printable Checklists

Quick Tools for Court Preparation

These checklists are designed to be printed and used as a quick reference to ensure you do not forget any critical steps before, during, or after your court appearance.

1. Before Court Checklist

Use this list in the days leading up to your hearing.

Status	Task	Notes
<input type="checkbox"/>	Confirm Date & Time	Double-check the court notice for the exact time and courtroom number.
<input type="checkbox"/>	Dress Neatly	Choose clean, conservative clothing. Your appearance shows respect for the court.
<input type="checkbox"/>	Bring All Documents	Gather your organized case file, including the Court Preparation Worksheet , all filed pleadings, and all evidence.
<input type="checkbox"/>	Label Exhibits	Ensure all documents you plan to use as evidence are clearly labeled (e.g., Exhibit 1, Exhibit A).
<input type="checkbox"/>	Practice Your Explanation	Practice your opening statement and your response to the opposing party's main argument.
<input type="checkbox"/>	Arrange Childcare	Do not bring children to court unless they are specifically required to testify.
<input type="checkbox"/>	Plan for Parking/Travel	Know exactly how long it will take to get to the courthouse and arrive at least 30 minutes early.
<input type="checkbox"/>	Silence Your Phone	Turn off your cell phone completely before entering the courtroom.

2. During Court Checklist

Use this list as a reminder of proper courtroom conduct.

Status	Task	Notes
<input type="checkbox"/>	Address Judge Respectfully	Always use “Your Honor.” Stand when speaking to the judge.
<input type="checkbox"/>	Speak Clearly and Calmly	Speak slowly and loudly enough for the court reporter to hear.
<input type="checkbox"/>	Stick to Facts	Focus on the evidence and the law; avoid emotional arguments or personal attacks.
<input type="checkbox"/>	Listen Carefully	Do not interrupt the judge or the opposing party.
<input type="checkbox"/>	Take Notes	Write down the judge’s questions, the opposing party’s arguments, and any instructions the judge gives.
<input type="checkbox"/>	Ask Permission	Ask the judge, “May I approach the bench?” or “May I present Exhibit A?” before taking action.

3. After Court Checklist

Use this list to ensure you properly follow up on the hearing.

Status	Task	Notes
<input type="checkbox"/>	Record What Happened	Immediately write a detailed summary of the hearing, including the judge’s exact ruling.
<input type="checkbox"/>	Follow Judge’s Instructions	Complete any tasks the judge ordered (e.g., file a document, contact a mediator) by the deadline.
<input type="checkbox"/>	Organize Next Steps	Update your Case Timeline with the new hearing date or next required action.
<input type="checkbox"/>	Serve Documents	If you filed any documents or received a new order, ensure the opposing party is properly served.

Important Notice:

The information provided in this checklist 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.
