Outline of Trial Preparation Steps by client

I treated this like a school or work project and it helped me to take my emotions out of it as well as gather a lot of data into cohesive outlines.

1. Gathered all evidence and labeled electronic files with Mr. Forman’s labeling method and uploaded to Mr.Forman’s dropbox location(this included ALL email strings, PII reports, school reports, doctor reports, phone logs, bank statements, etc that may potentially help me). I did not parse through it, but instead dumped all of it into his dropbox.
2. Created color coded notecards for each piece of evidence that was in his dropbox. The colors were dependent on the group the evidence went with. Some examples of my different groups were education, sports, counseling and work schedules.
3. Once I completed the notecard groups for all evidence, I took one group at a time and sorted them into subgroups. For example counseling was sub divided into individual counseling, coparenting counseling and childrens counseling.
4. I then took each subdivided group and put it in the other parties outline which listed what that piece of evidence was, why it was important and the name of the document in dropbox.
5. While doing this, some of the evidence was apparent to me that it wouldn’t be helpful to my outline so it wasn’t used and the notecard was put to the side.
6. Once I had my outline with all of my evidence labelled, I uploaded a copy of every piece of evidence I anticipated using to a print stores website and printed out 5 copies (Mr. Forman told me the number of copies I would need).
7. Once I received the copies from the print store I stapled anything over 1 page and then grouped 5 copies of each document together with a paperclip.
8. I then put all pieces of evidence together in the order they were on my outline.
9. Once completed I then went through all prior trial documents that had been submitted for my case including affidavits by the other party to see if I could find any discrepancies that I had proof of. If found, I added these to the bottom of my outline with the document to disprove.
10. Once all of this was completed I met with Mr. Forman to go through the outline and polish
11. It is important to note there were a few times when talking with Mr. Forman that I believed I had a substantial piece of evidence but did not feel that Mr.Forman saw it that way. I was relentless in trying to explain how it was relevant until he could at least see what I saw. We would then make a decision on it.
12. For my witnesses outlines, I focused on witnesses that could speak to a specific incident or multiple incidents about the other party. Even if a witness could only speak to one thing, if it was an important thing I wanted them called. Neutral third party witnesses are more important than friends and family. At the time of creating the list of witnesses, I submitted a massive list of ones to subpoena because I was not sure which incident(s) would be the most valuable months later. For trial we ended up only calling about ¼ to 1/3 of my original witness list.