

GETTING READY FOR TRIAL GUIDE

CHECKLIST:

Answer the following questions:

- Do any of the parties or witnesses need an interpreter?
Yes No
 - If **yes**:
I have notified the Clerk's Office.
- Do any parties or witnesses need ADA Accommodations?
Yes No
 - If **yes**:
I have notified the Clerk's Office.
- Do you have any photos, documents, screenshots, text messages or videos for the court to review?
Yes No
 - If **yes**:
Print 3 copies of each and bring them to court.
Download all audio and/or videos onto 3
separate new flash drives (Douglas County only).
- Do you need to subpoena anyone to testify?
Yes No
 - If **yes**:
File a [Praecipe for Subpoena \(CC 4:6\)](#).
Contact the Sheriff or Constable to serve the Subpoena.
Confirm personal service of the Subpoena.

Review

[“What You Need to Know Before Going to Court”](#)

Local Court Rules



Evidence

Evidence is what you show the Judge to prove your claim. Evidence can include documents (like contracts), photos, videos, screenshots, or objects. Evidence may also include witness testimony and/or your own testimony. The **Trial Worksheet** in this section may be used to help you organize your evidence for trial.

Exhibits

Bring all exhibits with you on your trial date. This includes all documents, objects, or other pieces of physical evidence formally presented to the court to support your legal argument.

- **Print 3 copies of all documents, text messages, emails and/or photos.**
 - Include the entire conversation.
 - Include dates and times.
 - Make sure each page is numbered.
- **Video or audio recordings**
 - In Douglas County – Transfer to a new, unused USB Storage Device (Flash Drive)
 - All Other Counties, [Contact the Clerk of the County Court.](#)
- **Physical Objects**
 - If the object is too large or you cannot bring it to court, bring printed photographs of the object.

Important Reminders

- The Judge cannot look at evidence on your phone, computer or tablet.
 - All evidence is held by the clerk's office for at least 30 days in the event of an appeal.
-

Witnesses

Bring all witnesses with you on your trial date. The Judge may refuse to read statements from witnesses who are not present for trial. If the person you want to be a witness does not want to voluntarily come to court, you can ask the court to issue a subpoena.

How to Request a Witness Subpoena

- Complete a [Praecipe for Subpoena \(CC 4:6\)](#) and turn it in to the Clerk of the County Court.
 - Be prepared to pay the [witness fee](#) when you turn in your [Praecipe for Subpoena \(CC 4:6\)](#) form.
 - Arrange for the witness to be served the subpoena and prepare for payments: See the **Service&ServiceReturnGuide** for more information, including costs.
 - You must pay the Sheriff or Constable to serve your subpoena.
-

Trial Worksheet

What happened?

Make sure and tell the Judge Who, What, When, Where, and Why – AND proof of the value of damages.

You can testify, call witnesses to testify, or both

Who is (are) your witness(es)?

Is an expert testimony needed? (*e.g., where defendant alleged to have performed work in an unworkmanlike manner*)



Questions for Witness(es): (What questions will get the information you need?)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Sample Exhibit List

(receipts, contracts, photographs, correspondence, etc. that prove the case)

Exhibit No.	Description	Proof/Evidence

Exhibit No.: The Judge or Court Reporting Personnel gives the evidence an exhibit number when they accept evidence. You can keep track by writing the Exhibit Number in the far-left column once numbered by the court.