**Witness Preparation Worksheet**

List all your witnesses (including yourself). Then list all the facts you want to prove through their testimony. Once you know what you want them to cover, think of what open endedquestions would get the witness to that point. Finally, list any documents you plan on introducing through the witness. As you question the witness, check off when they cover a major point and when you introduce a document so you don’t forget anything.

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| **Witness**  **(in order you will call them)** | **Major points you want the witness to cover** | **Questions to get the witness to that point** | **Documents to introduce through witness** |
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