



Trial Preparation Checklist

To be prepared for your Small Claim Court trial, be sure to:

- Review the Notice of Claim, the reply, and any other documents that have been filed
- Review the results of your mediation and/or settlement conference
- Attend and watch other Small Claims Court trials
- Prepare a clear summary of your case for your opening statement
- List the points you need to prove to win your case
- Consider how you will prove each one
- Understand and reference the law that supports your case
- Gather all the documents you need and organize them in a logical order
- Contact all witnesses you decide are necessary
- Prepare questions for witnesses and review them together (do NOT tell witnesses how they should answer)
- Obtain statements from expert witnesses, if any, and send out copies as required
- Prepare a clear summary of the other party's position
- Prepare to rebut key points the other party will be making
- Prepare a list of questions for cross-examination of witnesses
- Prepare a clear presentation of the key points in your case and why you feel justified in pursuing the dispute (for your closing statement)

If you have prepared your case well, you will be much more relaxed on the day of your trial and you will be able to present your case to its best advantage. On the trial date:

- Dress for success – you want to make a good impression
- Arrive well ahead of the time you have been given
- Speak calmly and clearly. Be positive.
- Keep your notes organized as the trial proceeds and use them as necessary