

Pre-Hearing Call Checklist

1. Length of day and start time.
2. Allocation of time, if any.
3. Do counsel want opening statements?
4. Do counsel want closing statements?
5. What will be the order of witnesses at the hearing; who presents first?
6. When should each side notify the other of the order of the fact witnesses that they intend to call?
7. Should fact witnesses be excluded from the hearing room until they testify?
8. Will all witnesses testify live?
9. Who will be the client representatives present during the hearings?
10. Will cross-examination be limited to the scope of the direct?
11. What are the parties' preferences on exhibits (all deemed to be in evidence? All exhibits actually referred to or discussed be deemed in evidence?)
12. Should there be advance notice of demonstrative exhibits?
13. Will the parties arrange for a court reporter? Will they be receiving daily copy? Will live notes be used?
14. Will there be post hearing submissions?
15. Does evidence of costs have to be introduced at the hearing?