

Demonstration

GENERAL CHECKLIST

FILING COMPLAINT:

- ☐ Elements of each cause of action checked
- ☐ Statute of limitations checked
- ☐ Summons attached
- ☐ Local forms required
- ☐ _____
- ☐ _____
- ☐ Complaint filed
- ☐ Received file-stamped copy from court
- ☐ Complaint sent to client

SERVICE OF COMPLAINT:

- ☐ Complaint sent out for service
- ☐ Complaint served
- ☐ Proof of Service filed with court

ANSWER:

- ☐ Answer filed/received
- ☐ Answer served on plaintiff
- ☐ Received file-stamped copy of answer from court
- ☐ Answer sent to client

CROSS-COMPLAINT:

- ☐ Elements of each cause of action checked
- ☐ Statute of Limitations Checked
- ☐ Cross-complaint filed
- ☐ Received file-stamped copy from court
- ☐ Cross-complaint sent to client

ANSWER TO CROSS-COMPLAINT:

- ☐ Answer to cross-complaint filed/received
- ☐ Answer served on cross-complaintant
- ☐ Received file-stamped copy of answer from court
- ☐ Answer sent to client

DEFAULT

- ☐ Statutory time to answer expired
- ☐ Notice of default completed
- ☐ Notice of default filed with court
- ☐ Notice of default served on defendant
- ☐ Notice of default sent to client
- ☐ Check local rules for default prove-up requirements
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Default prove-up hearing scheduled
- ☐ Default prove-up hearing calendared
- ☐ Default prove-up hearing evidence gathered

Demurrals

DEFAULT JUDGMENT

- ☐ Default judgment prepared
- ☐ Default judgment signed by judge
- ☐ Default judgment filed with court
- ☐ Default Judgment recorded

DEMURRER:

- ☐ Demurrer researched for each cause of action
- ☐ Demurrer filed with court
- ☐ Demurrer hearing date set
- ☐ Demurrer hearing date calendared
- ☐ Demurrer served on plaintiff
- ☐ Order on demurrer prepared
- ☐ Order on demurrer filed
- ☐ Order on demurrer served on plaintiff

OPPOSITION TO DEMURRER:

- ☐ Each point of demurrer researched
- ☐ Opposition filed with court
- ☐ Opposition served on defendant
- ☐ Demurrer hearing date calendared

REPLY TO OPPOSITION TO DEMURRER:

- ☐ Reply filed with court
- ☐ Reply served on plaintiff

DISCOVERY:

- ☐ Discovery plan developed
- ☐ Interrogatories sent ☐ Answered by Opposition
- ☐ Form Interrogatories sent ☐ Answered by Opp.
- ☐ Request for production of documents ☐ Answered by Opp.
- ☐ Request for examination of plaintiff ☐ Answered by Opp.
- ☐ Request to examine land or items ☐ Answered by Opp.
- ☐ Requests for Admissions ☐ Answered by Opp.
- ☐ Depositions set:
 - ☐ Plaintiff
 - ☐ Defendant
 - ☐ Other _____
 - _____
 - _____
- ☐ Other discovery _____
- ☐ Motions to compel deadline checked _____
- ☐ Motion filed
- ☐ Motion served

RESPONSE TO OPPOSITION DISCOVERY

D e m o n s t r a t i o n

___ Interrogatories Answered and Verified
___ Form Interrogatories Answered and Verified
___ Request for Production of Documents Answered and Verified
___ Request for Admissions Answered and Verified
___ Deposition dates calendared:
___ Plaintiff
___ Defendant
___ Other
___ Other discovery answered

TRIAL PREPARATION

___ Trial brief prepared
___ Written settlement offers sent
___ Status Conference Statements prepared
___ Stipulations signed
___ Trial notebook prepared
___ Motions in Limne prepared

___ Jury Instructions prepared
___ Witness List Prepared
___ Exhibit List prepared
___ Subpoenas prepared
___ served
___ Subpoena duces tecum prepared
___ served
___ Jury fees posted
___ Court reporter fees posted
___ Voir Dire questions prepared
___ Short statement of case prepared
___ Notice to produce witnesses and evidence at trial
___ served on opposition
___ Witnesses prepared for trial
___ Copies of all documents or document books prepared