

## PRE-TRIAL CONFERENCE NOTES

### Style and Number of Case

	Plaintiff		Defendant
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____

### Counsel for Parties

	Plaintiff		Defendant
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____

### Nature of case and brief summary of facts as claimed by each party

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### Issues

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Stipulations

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Unusual questions of evidence likely to arise

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Unusual questions of law likely to arise

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Witnesses expected to testify for**

Plaintiff		Defendant	
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____
Name	_____	Name	_____
Address	_____	Address	_____
Telephone	_____	Telephone	_____

**Anticipated length of trial** \_\_\_\_\_

**Likelihood of Settlement** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed by Counsel for All Parties**

Plaintiff's Counsel \_\_\_\_\_ Defendant's Counsel \_\_\_\_\_