

COUNSEL TO GREAT COMPANIES

PARALEGAL TRIAL TRAINING

Part I: Paralegals in Trial-
Where Do I Start?

Landon L. McKinney



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Perkins Coie LLP – Washington, D.C.

Commercial Litigation: Privacy & Data Security

EDUCATION

- North Carolina State University, B.A., 2018

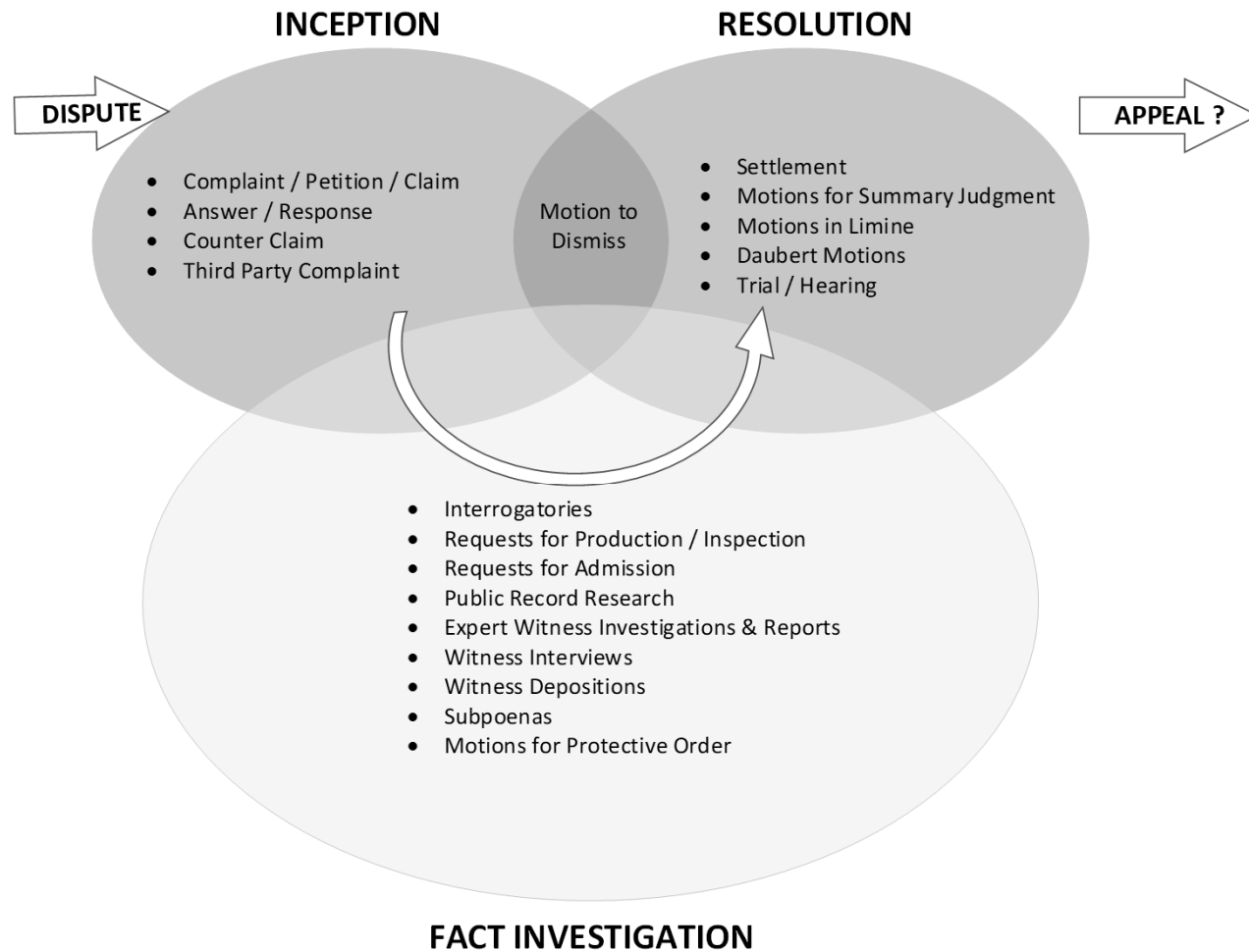
RELATED EMPLOYMENT

- Bandwidth Inc., Raleigh, NC, Legal & Regulatory Compliance Specialist, 2018-2019
- Stuart Law Firm, PLLC, Raleigh, NC, Paralegal, 2017-2018
- Stuart Law Firm, PLLC, Raleigh, NC, Legal Assistant, 2016-2017

PROFESSIONAL LEADERSHIP

- North Carolina Paralegal Association, First Vice-President, 2019; Member, 2017-2019
- North Carolina Bar Association, Paralegal Division, Member, 2017-2019

Life Cycle of a Case



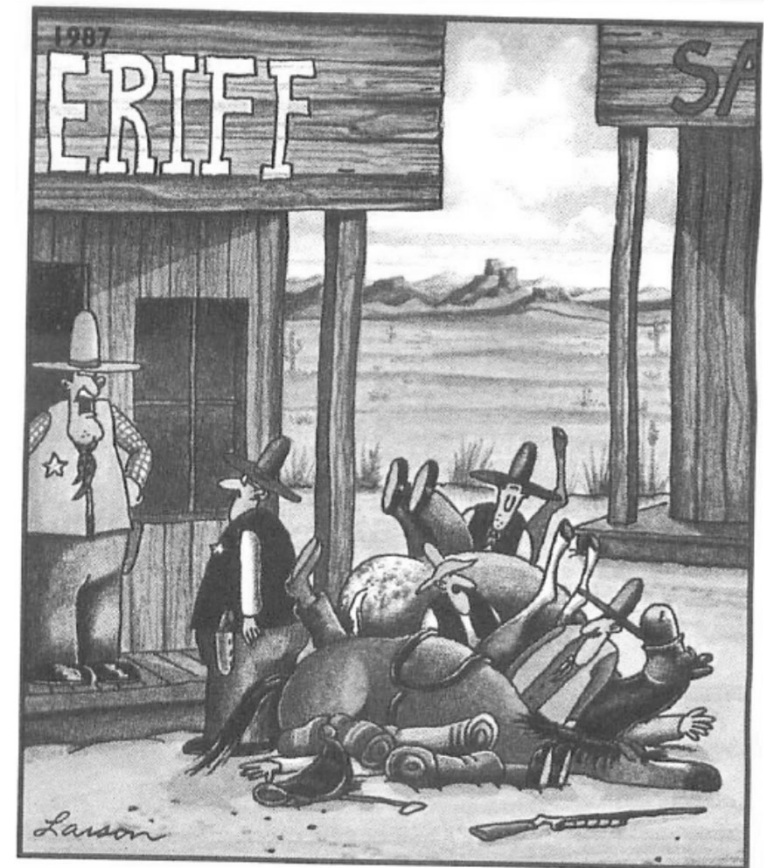
The Paralegal Role in Trials, Arbitrations and Administrative Hearings

As a case moves through discovery, it is helpful to keep an eye on what information will be useful in preparing for trial. Often it is difficult to go back and reconstruct data that is at your fingertips during the case. Key evidence like responses to discovery requests, depo transcripts and exhibits, court filed declarations, disclosures and summaries of witness interviews can all help you build your information catalog along the way.

The Key is Organization

Get organized, keep organized, stay organized...

Long-term strategies provide the framework and the perspective for dealing with many short-term challenges



"And so you just threw everything together? ...
Mathews, a posse is something you have
to organize."

Gary Larson, Far Side, 1987

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Keeping Track of Important Information

- Keep track of important documents, discovery responses, dates, contacts and document tracking information.
- Some examples are Cast of Characters, Depo Logs, Expert Witness Information Charts, Index to Signed SPOs, Privilege Log Index, Written Discovery Index, Hot Docs Index, Chronology and Contact Lists.

Keeping Track of Important Information

- Tracking charts, lists and indices are essential to get you organized, keep you organized and stay organized.
- It is important that you organize evidence and provide all team members access. It will reduce duplicative efforts and keep everyone on the same page.

Where Do I Keep All This Information?



- While all the case materials should be on your document management system, it is often helpful for teams to set up a case folder on a shared office drive.
- Be mindful when organizing on shared drives. Folders and sub folders should be easily identifiable and useful to the team.

Shared Drives/Case Project Files

In addition to setting up topic folders, it is also useful to set up a “working” folder for each of the team members.

For depo transcripts and exhibits, videos, witnesses, key documents or hot docs (some of which will ultimately become trial exhibits) and chronologies you should utilize available collaboration tools. These tools will help you search, review, print and run reports.

COUNSEL TO GREAT COMPANIES

PARALEGAL TRIAL TRAINING

Part II: Paralegals in Trial
Now What?!
Pretrial Preparations

What Happens in the Months Before Trial?

- Trial preparation includes the entire team.
- Your organization early on in the case will help you and your team.
- Failure to prepare will increase stress on everyone.
- Key words: logistics, facilitate, checklists, resources and delegate.
- Trial Prep can be crazy but don't worry—

Basics of Preparation

- Tracking of key evidence
- Developing chronologies and graphics
- Witness preparation and testimony modules
- Building the trial exhibits
- Assisting with pretrial filings**
- Facilitating trial logistics
- Leverage your resources

Pre-Trial Logistics and Strategy

- Pre-Trial Action Item List
- Strategy/Tactical Decisions
- Trial Schedule Protocols
- Mock Trial
- Meet Your Deadlines

Trial Protocols Identify modifications to normal order and develop strategy for modifications

Pretrial Logistics

- Court Room Set Up
- War Room Set Up
- Graphics Development
- Trial Director Presentation
- On-Site 24/7 Technical Support

Exhibits and Video Submissions –Practice

Exhibit 11- Master Logistics Chart

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
Trial team accommodations/War Room	Location info (Hotel/Conference center?)	60 days out	Paralegal/Secretary	Hotel Name 123 Main Street Anywhere, 12345 555-123-4567	-Obtain contract in writing - pay close attention to cancellation policy -Arrival date -Departure date - Number of Rooms Reserved	
	Preferred provider? Contract in place?					
	War Rooms available? Separate area from opposing counsel, close to guest rooms		Lit Support/Paralegal			
Assess Capabilities	Internet bandwidth and network options	45 days prior to arrival	Lit Support/IT	Guest rooms contact: IT contact:	Can we ship the equipment and have it stored securely while team is in transit?	
	What is the current bandwidth at hotel?		Lit Support/IT			
	Dedicated or shared connection?		Lit Support/IT			
	Wireless or wired? Speed difference?		Lit Support/IT			
	Static IP address available?		Lit Support/IT			
	Can we set up our own networking equipment? Location close to war room?		Lit Support/IT			
	Can guest room have their data ports converted to our networking equipment?		Lit Support/IT			
	Is there an analog line we can connect our network equipment to?		Lit Support/IT			

Exhibit 11- Master Logistics Chart p. 2

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
	Provide Offsite Prep Team/Vendor with this information		Lit Support/IT			
	Food and beverage options at hotel and nearby		Paralegal/Secretary			
Assess Case	Team Members	30 days out	Paralegal		H&K employees, co-counsel, vendors	
	Who are the team members?					
	Who needs a Firm laptop?					
	How many trial laptops needed? Sanction or TrialDirector?		Lit Support			
Assess War Room Equipment Needs		30-90 days out	Paralegal/Lit Support			
	Create inventory of printer, copier, scanner, cabling, network switches, monitors and other equipment needs					
	Secure internal resource or obtain quotes from vendor		Lit Support		Toner included? Per page charge? Delivery/setup cost? Support for issues?	
	Obtain Statement of Work for equipment rental		Lit Support		Billing direct to client?	

Exhibit 11- Master Logistics Chart p. 3

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
	Interview and hire trial consultant		Case team			
Assess Court Room Equipment Needs		30 days out	Lit Support/Paralegal		Contact Judge's clerk, tour court room if possible, determine Judge's technology preferences	
	Review any local rules or standing orders of Judge.		Paralegal/Attorney			
	Coordinate with Clerk of Court for approval on equipment and receive approval in writing.		Paralegal/Attorney		Obtain contact info for IT person at the Court house.	
	Prepare any necessary motions for use of technology in court.		Paralegal/Attorney			
	Create inventory of projector, screen, monitors, speakers, ELMO, printer, and other court room needs		Lit Support			
	Obtain schematic or photographs of court room.		Lit Support/Paralegal			
	Determine location of power source and if adequate for plan.		Lit Support/Paralegal			
	Determine if work space, storage room available at court		Lit Support/Paralegal		Shared with OC?	

Exhibit 11- Master Logistics Chart p. 4

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
	Coordinate with Opposing Counsel on cost-sharing for courtroom equipment		Paralegal/Attorney			
	Obtain quotes for court room equipment rental		Lit Support			
	Obtain Statement of Work for court room equipment rental		Lit Support			
Prepare Trial Exhibits and Trial Database		4 weeks out	Paralegal/Lit Support			
	Review any Local Rules or Standing Orders regarding the submission of exhibits to court.		Paralegal			
	Code exhibits in document review database	Ongoing during document review and case management phase.	Paralegal/Attorneys			
	Prepare deposition designations		Paralegal/Attorneys			
	Ensure videos are synced with text of transcript text		Lit Support/Paralegal			
	Export exhibits, depo exhibits for loading to trial software		Lit Support			

Exhibit 11- Master Logistics Chart p.5

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
	Prepare exhibit, motion and witness binders.		Paralegal			
	Discuss exhibit stickers with Attorneys and ensure trial support has a copy of the sticker for electronic documents		Paralegal/Lit Support			
	Discuss use of demonstratives with trial support vendor	90 days out	Paralegal/Attorneys			
	Prepare deposition designations					
Prepare Software Backups		3 days out	Lit Support/Trial Vendor			
	Copy trial database, all depositions and exhibits to hard drive for backup					
	Copy discovery folders, motions, witness lists					
	Create backup of presentation to separate media					
	Add contact list to each piece of media				Trial Support vendor, equipment vendors, Clerk, Courtroom IT contact, Hotel contact	
Prepare Supplies and Materials for Court		3 days out	Secretary/Paralegal			
	Organize boxes of supplies, i.e., notepads, pens, exhibit stickers.					

Exhibit 11- Master Logistics Chart p.6

Task Group	Task Item	Deadline	Responsible Party	Contact Info	Notes	Complete
	Organize exhibit and witness binders and arrange for transport to court.					
	Finalize arrangements with Judge's Clerk and Court room IT personnel.		Lit Support/Paralegal			

Ex. 11 Helps You Track

- Lodging: Attorneys, Staff, Clients, Witnesses, Experts, Consultants
- Food: Breakfast, Lunch, Dinner and those Snacks
- Transportation: Trial Site, Court, Hotel
- Work Space: War Room Space, Equipment, Supplies

In House Resources

Determine what in-house resources do you have available to you?

Teaming with Paralegals

Presentation Support

Graphic Support

War Room Support

Different Trial Support Options
(Maximum / Minimal)

Pretrial Submissions

- Pretrial Order
- Trial Brief
- Lay Witness Statements
- Expert Witness Statements
- Exhibit List and Exhibits
- Jury Instructions
- Verdict Form
- Voir Dire

Pretrial Submissions

- Motions in Limine and Daubert Motions
- Substantive Evidence Deposition Designations
- Objections to Opposing's Exhibits, Witness Statements and Depo Designations

Skills to Succeed

- Learn the Ropes
- Coordinate and Use Your Resources
- Support Your Team and Your Peers
- Be Solution Oriented
- Assist Where Needed
- Be Proactive
- Build Relationships
- Assert Yourself
- Be Respectful

COVID-19 Considerations

- Don't forget additional supplies
 - Disposable masks (N95s)
 - Hand Sanitizer
 - Rapid tests



https://www.acsmaterial.com/pub/media/catalog/product/cache/c687aa7517cf01e65c009f6943c2b1e9/yli/yinpai_product_page.png

COVID-19 Considerations

Additional Considerations:

- Check requirements for entry at courthouses
- Quarantining requirements depending on state
- Capacity requirements for war room
- Travel changes, etc.

ALL NC courthouses require face coverings

Check courthouse websites or call clerks for any questions/concerns

Questions / Comments

