

Civil Litigation Trial Preparation Checklist (UK)

1. Review case strategy and legal narrative
2. Confirm all pleadings are finalised and accurate
3. Complete and serve disclosure of all relevant documents
4. Prepare and exchange witness statements
5. Confirm expert reports are submitted (if applicable)
6. File pre-trial checklist (Form N170)
7. Compile and agree the trial bundle
8. Submit skeleton argument and list of authorities
9. Confirm attendance and availability of witnesses and experts
10. Schedule and attend pre-trial conference with legal counsel
11. Confirm court logistics: location, timings, dress code
12. Organise hard and digital copies of trial bundle and skeleton argument
13. Ensure all court orders and deadlines have been complied with
14. Prepare summary notes and key arguments for reference at trial
15. Double-check all evidence is admissible and referenced in the bundle