

M. TRIAL NOTEBOOK

OVERVIEW:

A trial notebook is a tool for the Trial Attorney's use in preparing and presenting the GC case before an ALJ. Although there are alternative ways to prepare a trial notebook, use of a model notebook is helpful both to a new attorney who has minimal trial experience and the seasoned advocate who might use it as a checklist to insure that all aspects of the litigation are covered. To that end, the trial notebook ([ATTACHMENT 1M](#)) is a composite of areas that every Trial Attorney addresses in preparing for litigation on behalf of the OGC. The Index provides an outline of the contents of the book. The remaining substantive provisions offer a guide on how to review and address the issues that will be presented at trial. A significant "stand alone" provision of the notebook is the Trial Preparation Checklist which gives each Trial Attorney a snapshot of a particular point in time of the trial preparation process. A supervisor and/or mentor also uses this checklist as a tool to review the Trial Attorney's preparation for trial. Although each Trial Attorney establishes his/her own style for a trial notebook, the model notebook is your guide.

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