

	ITEM	NOTES	Packed By (Initials)
<b>1.</b>	<b>TRIAL NOTEBOOKS</b>		
	Trial Contact Sheet	Notebook 1	
	Trial Timeline	Notebook 1	
	Pleadings	Notebook 2	
	Discovery	Notebooks 3 – 4	
	Proof Checklist	Notebook 1	
	Witnesses	Notebooks 5 – 7	
	Exhibits	Notebooks 8 – 9	
	Proposed Jury Instructions	Notebook 10	
	Proposed Verdict Form	Notebook 10	
	Error	Notebook 11	
<b>2.</b>	<b>JURY SELECTION</b>		
	Jury Panel List		
	Jury Panel Foamboard		
	Post-It Notes / Juror Info		
	Juror Questionnaire	Enough copies?	
<b>3.</b>	<b>EXHIBITS</b>		
	Exhibit Documents	Enough copies?	
	Exhibit Boards		
	Exhibit Board Case		
	Exhibit Model(s)		
	Exhibit Index		
	Dry Erase Board		
	Easel / Pads		
	X-ray box		
<b>4.</b>	<b>TRIAL SUPPLY BOX</b>		
	Pens (Red / Blue / Black)		
	White-Out		
	Pencils / Erasers		
	Highlighters		
	Large Markers (Flip Chart)		
	Dry Erase Markers / Eraser		

	Paper Clips		
	Binder Clips (Large / Small)		
	Stapler / Staples		
	Staple Remover		
	Scissors		
	Tape		
	Glue		
	Rubber Bands		
	Calculator		
	Post-It Notes Large		
	Post-It Notes Small		
	Post-It Tape Flags		
	Exhibit Stickers / Labels		
	Hole-punch (2 and/or 3 hole)		
	Food / Snacks		
	Tide To-Go Pen (stain remover)		
	Kleenex		
	Cough Drops		
	Aspirin / Tylenol		
	Pepto		
<b>5.</b>	<b>TECH / AV</b>		
	Laptop / Back-up Laptop		
	I-Pad		
	Flash Drive(s)		
	External Hard Drive		
	Projector / Extra Light Bulb		
	Screen		
	Speakers		
	Remote / Batteries		
	Wireless mouse / Batteries		
	Extension Cord(s)		
	Power Strip / Surge Protector		
	Duct Tape		
	Blank CDs / DVDs		
<b>5.</b>	<b>BOOKS</b>		
	TN Rules of Civil Procedure		
	TN Rules of Evidence		
	TN Rules of Court		

