

§ 11.8

Remote Working

The Trial Notebook At-a-Distance

A remotely created trial notebook can be created physically, digitally, or both.

PHYSICAL TRIAL NOTEBOOK

It is likely that your attorney will still want a physical Trial Notebook even if the paralegal is working remotely. That should not be a problem if you have the items you need to create the documents and present them.

1. The desired type of binder
2. A 3-hole punch
3. Numbered file dividers
4. Lettered file dividers
5. Expandable file (if needed) for evidence
6. Exhibit stickers (numbered and lettered)
7. A computer and printer (of course)
8. Possibly a scanner or copier

If the exhibits are kept elsewhere, such as the law firm, place a sheet in the notebook to act as a placeholder. For example, "*Exhibit G: Map of Lot 215.*"

DIGITAL TRIAL NOTEBOOK

If you need to create a digital version of a Trial Notebook, keep in mind that all the content should be designed so that it can be printed and should not require specialized software to make copies of specific documents.

You will create the same categories of documents as in the Trial Notebook previously discussed, but it must be compiled in such a way that it can be printed out on a moment's notice, should the need arise.

Consider using digital folders and subfolders in lieu of the physical binder, expandable folders, and dividers.

CHAPTER 11

Wrap-Up

WHAT YOU SHOULD KNOW

After reading this chapter you should know the following:

- The purpose of a Trial Notebook and how to prepare one
- How to prepare exhibits for trial
- The fundamentals of arbitration
- What it means to be an advocate

ASSIGNMENTS

There are no assignments for this chapter.