



Litigation & Trial Legal Guide

Essential Resources for Clients in Disputes and Court Proceedings

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Litigation can be complex and stressful, but preparation and understanding of the process can help clients navigate disputes with greater confidence. This guide consolidates essential resources, from evidence preservation to depositions and trial expectations, to support clients throughout the litigation lifecycle. For specific legal matters, consult your attorney for tailored guidance.

What to Expect in Federal Litigation

- Pleadings: The complaint, answer, and initial motions.
- Discovery: Exchange of documents, interrogatories, and depositions.
- Motions: Summary judgment, Daubert motions, and motions in limine.
- Trial: Presentation of evidence before judge or jury.
- Post-Trial: Appeals and enforcement of judgments.

Preserving Evidence: Litigation Hold Guide

- Identify relevant records (emails, contracts, digital files, physical documents).
- Suspend routine document destruction policies.
- Issue a litigation hold notice to employees and custodians.
- Monitor compliance and update holds as the case evolves.

Deposition Preparation Guide

- Understand the deposition process and who will be present.
- Review key documents and practice responses with your attorney.
- Answer carefully: listen, be concise, do not speculate.
- Avoid common pitfalls: overexplaining, guessing, or becoming defensive.

Understanding Settlement & Mediation

- Settlement may occur at any stage of litigation.
- Mediation provides a neutral third party to help resolve disputes.
- Pros: Cost savings, confidentiality, and faster resolution.
- Cons: May require compromise and is not binding unless agreed.

Trial Preparation Checklist for Clients

- Review trial schedule and logistics with your attorney.
- Prepare testimony and review exhibits.
- Dress professionally and maintain courtroom decorum.
- Coordinate with your legal team for strategy and support.

This guide is provided for general informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship with Shkoukani LLP. Litigation matters vary based on specific facts and jurisdictions, and you should seek the advice of qualified counsel regarding your particular case.

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