

**PROCEDURES:
WHAT TO DO WITH THE “WITNESS AND EXHIBIT LIST”
NOW THAT YOU HAVE FILLED IT OUT**

USE THIS FORM ONLY if you have filled out the “Witness and Exhibit List,” AND you want t trial to be set in your case. Here are the steps you need to take:

- STEP 1:** **REVIEW THE COURT FORM CALLED “WITNESS AND EXHIBIT LIST.”** Make sure that the “**Witness and Exhibit List**” has been completely filled out. **(Type or use black ink.)** Be sure to sign and date it before you make the copies, even though you have not actually done all the things you promised to do on the last page of the “**Witness and Exhibit List.**”
- STEP 2:** **COPIES. Make 2 copies** of the “Witness and Exhibit List” and follow these instructions exactly:
- 1) ORIGINAL “WITNESS AND EXHIBIT LIST:” File the original “Witness and Exhibit List” with the Clerk of the Court where you filed your case.
 - 2) COPY 1 OF “WITNESS AND EXHIBIT LIST:” Mail one copy to the other party or to his/her attorney, if the other party is represented by an attorney. If the other party is not represented by an attorney, make sure you mail a copy to the other party.
 - 3) COPY 2 OF “WITNESS AND EXHIBIT LIST:” this is your copy. When you file the Original with the Clerk of the Court, ask the Clerk to stamp this copy for you. This is called a “conformed copy.” It is proof that the original was filed. **Keep this copy for your records.**
- STEP 3:** **FILE “MOTION TO SET AND CERTIFICATE OF READINESS” TO SET THE CASE FOR TRIAL.** If you file your “**Witness and Exhibit List**” before the other party files his/her “**Witness and Exhibit List,**” you must wait 25 calendar days after it has been mailed to the other party or to his/her attorney. After the 25 calendar days have passed, you must file a court form called a “**Motion to Set**” within the next 10 days. If you filed your “**Witness and Exhibit List**” AFTER the other party, you should file a “**Motion to Set**” within 10 calendar days of filing your “**Witness and Exhibit List.**”