



HARBOR

PARALEGAL GROUP, LLC

Senior-Level Litigation Support for Attorneys

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The Trial Bag Guide

Essential Equipment, Checklist, & Courtroom Presentation

Designed as a practical courtroom reference, this checklist reflects the equipment and supplies I actually carry after more than 25+ years of supporting attorneys in state and federal litigation. Customize it to fit your practice, courthouse, and trial team.

TECHNOLOGY & ELECTRONICS

- | | |
|--|--|
| ☐ Laptop + charger (trial folder synced and updated) | ☐ Power strip + extension cord |
| ☐ reMarkable tablet or digital notebook | ☐ HDMI, USB-C, USB-A, VGA adapters |
| ☐ Trial presentation software tested (TrialDirector / PowerPoint) | ☐ Wireless keyboard & mouse |
| ☐ Two USB drives (master and backup) | ☐ Presentation clicker + spare batteries |
| ☐ Portable monitor + cable | ☐ Power banks |
| ☐ Portable hotspot | ☐ Earbuds / headphones for exhibit review |
| | ☐ Privacy laptop screen protector |

EXHIBITS & CORE DOCUMENTS

- | | |
|--|---|
| ☐ Exhibit binders (court, witness, counsel, opposing counsel) | ☐ Pretrial order |
| ☐ Exhibit list (multiple clean copies) | ☐ Proposed jury instructions / verdict forms |
| ☐ Witness list with contact information | ☐ Voir dire materials |
| ☐ Witness outlines | ☐ Subpoenas and returns |
| ☐ Deposition transcripts | ☐ Blank exhibit stickers |
| ☐ Impeachment chart | |
| ☐ Motions in limine and rulings | |

Trial organization program to be discussed in later blog posts.





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OFFICE SUPPLIES

- ☐ Legal pads
- ☐ Pens, Sharpies, highlighters
- ☐ Sticky notes and tabs
- ☐ Binder clips, paper clips, rubber bands
- ☐ Mini stapler & remover
- ☐ Compact three-hole punch
- ☐ Compact Scissors and tape

COURTROOM LOGISTICS

- ☐ Court contact sheet
- ☐ Court reporter contact
- ☐ Daily trial schedule
- ☐ Witness order (*witness trackers and organizational tools to be discussed in later blog posts*)

PERSONAL & EMERGENCY KIT

- ☐ Water bottle and snacks
- ☐ Mints / cough drops
- ☐ Pain reliever / antacids / Band-Aids
- ☐ Lint roller
- ☐ Stain remover pen
- ☐ Small sewing kit
- ☐ Hand sanitizer
- ☐ Phone charger
- ☐ Backup shoes
- ☐ Light jacket
- ☐ Umbrella

NIGHT BEFORE TRIAL

- ☐ Charge all devices
- ☐ Sync trial folder to both USB drives
- ☐ Print witness outlines





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☐ Confirm witnesses

FIVE ITEMS I NEVER WALK INTO COURT WITHOUT

- ☐ Portable hotspot
- ☐ HDMI adapter
- ☐ Blank exhibit stickers
- ☐ Portable monitor
- ☐ Extra phone charger

PRO TIPS

- ◆ Use separate pouches for Technology, Exhibits, Office Supplies, Client Materials, and Personal Essentials.
- ◆ Keep one complete backup of every digital exhibit separate from your laptop.
- ◆ Restock your trial bag immediately after every hearing or trial day.

Download more practicable tips from

www.hpg-law.com

