

**Superior Court of Washington, County of Skagit**

<p>_____, Petitioner/Plaintiff,</p> <p>_____, Respondent/Defendant.</p>	<p>No. _____</p> <p style="text-align: center;"><b>PRE-TRIAL CONFERENCE SUMMARY</b></p>
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This Pre-Trial Conference Summary is submitted by \_\_\_\_\_.

**A. PROPOSED LEGAL ISSUES**

State your issues separately and as clearly as possible. Number them separately and in sequence.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**B. WITNESSES AND PARTY CONTACT INFORMATION**

List the names, phone numbers and email addresses of all parties and the people who have personal knowledge of the facts related to your case and whom you plan to have testify on your behalf. If you have already submitted a witness list with this information, please refer to that witness list and the date of its filing. Any supplemental witnesses may be listed below:

1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### C. PROPOSED EXHIBITS

List the exhibits that you plan to submit in support of your case at your hearing. Exhibits may include documents (such as letters, receipts, etc.) or other physical evidence (such as photographs, drawings, etc.). You do not need to send the exhibits at this time, just list them.

**Exhibit notebooks must be submitted by 12:00 p.m. one court day before trial. The *Exhibit Notebook Certification* must accompany exhibits submitted to the Court.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

D. MEDIATION (only required in family law cases)

- Mediation has already been completed. The certificate of completion of mediation was filed on \_\_\_\_\_ or is attached to this summary.
- The mediation requirement was already waived by court order on \_\_\_\_\_.

**E. OTHER**

If you have other issues, questions OR motions you would like to discuss at the pre-trial conference, please list them here or on a separate page:

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I declare under penalty of perjury under the laws of the state of Washington that the facts I have provided on this form are true.

Signed at (*city and state*): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print name*

**NOTICE:** This form must be completed in preparation for the pre-trial conference in your case. You will need to file the original with the Skagit County Clerk’s Office, a judge’s copy with Superior Court, and serve a copy of it on the other party. This must be done by noon one court day before your pre-trial conference.