

Superior Court of Washington, County of Skagit

_____ Petitioner/Plaintiff,	No. _____
_____ Respondent/Defendant.	REMOTE PROCEEDING PRE-TRIAL CONFERENCE SUMMARY

This Pre-Trial 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.

- 5. Petitioner/Plaintiff's phone number and email: _____
- 6. Respondent/Defendant's phone number and email: _____

7. Witness's phone number and email: _____
8. Witness's phone number and email: _____
9. Witness's phone number and email: _____
10. Witness's phone number and email: _____
11. Witness's phone number and email: _____
12. Witness's phone number and email: _____

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. Additional details are available in the Remote Bench Trial Protocol and Procedures. The *Exhibit Notebook Certification* must accompany exhibits submitted to the Court.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

D. PRE-TRIAL MEETING

The Pre-Trial Meeting was conducted on _____ (insert date).

This summary is being provided prior to the Pre-Trial Meeting. The Pre-Trial meeting is scheduled to take place on _____ (insert date, at least two days before trial).

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:

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.