

## PREPARATION FOR 341s, 2004 EXAMINATIONS, EVIDENTIARY HEARINGS & TRIALS

- I. Preparation for 341s
  - a. Representing debtors
    - i. Preparing yourself
      - 1. Set the foundation early
      - 2. Review your file
    - ii. Preparing your client
  - b. Representing Other Parties
    - i. Know your goal
    - ii. Understand time constraints
- II. Preparation for 2004 Examinations and Depositions
  - a. Preparing the debtor
    - i. Try to make client comfortable
    - ii. Explain the procedure and what to do when issues arise
    - iii. Explain the “Don’ts”
  - b. Preparing yourself
    - i. Review valid objections
    - ii. Anticipating sensitive or embarrassing inquiries
- III. Preparation for Evidentiary Hearings and Trials
  - a. Preparing your client
    - i. Make client as comfortable as possible.
    - ii. Try to visit the courtroom.
    - iii. Explain differences between testifying at depositions and at trials.
    - iv. Practice, direct and cross
  - b. Preparing yourself
    - i. Prepare an Opening and a Closing
    - ii. Exhibits
      - 1. Mark exhibits in advance.
      - 2. Anticipate objections.
    - iii. Discovery Tools
      - 1. Can be tricky.
      - 2. Don’t reinvent the wheel