# Court Hearing Preparation Workbook

A practical organizer for questions, documents, and next steps.

**COURT RULES AND HEARING TYPES DIFFER. Your attorney's advice and the court's written notices take priority over this general checklist.**

### A practical, family-centered guide

This resource is designed to help people organize information, ask informed questions, and locate appropriate support. It is educational—not legal advice. Procedures, rights, deadlines, and agency practices vary by state, tribe, court, and individual case. Confirm current requirements with a qualified attorney or the relevant agency.

## Before the hearing

- Confirm the date, time, courthouse or remote link, courtroom, and arrival instructions.
- Read every notice and order carefully. Highlight deadlines and instructions; ask your attorney about anything unclear.
- Ask your attorney what issues the court will decide at this hearing and what evidence or testimony may be considered.
- Prepare a short, factual timeline and organize supporting documents. Ask counsel what may properly be submitted and how.
- Arrange transportation, childcare if permitted and appropriate, interpretation, accessibility accommodations, and time away from work.
- Do not contact witnesses or other parties in a way that could be seen as pressure or intimidation. Ask your attorney how to communicate appropriately.

## Questions for your attorney

- “What is the purpose of this hearing?”
- “What decisions could the judge make?”
- “What should I bring, and what should I not bring?”
- “How do I submit documents or raise a concern properly?”
- “Will I be expected to speak or testify?”
- “What should I do if I disagree with a statement or report?”
- “What deadlines follow the hearing, and who is responsible for each step?”

## Hearing-day checklist

- Government-issued identification, if required by the court.
- Copy of the hearing notice and any orders your attorney recommends bringing.

- Attorney's contact information and a written list of questions.
- Organized notes and document copies, if your attorney says they are appropriate.
- Notebook and pen; phone silenced and stored according to courthouse rules.
- Arrive early and follow all courthouse security and courtroom instructions.

## During the hearing

Courtroom procedures vary. Follow your attorney's guidance and the judge's instructions. Speak respectfully, wait your turn, and answer only the question asked. If you do not understand a question, ask for it to be repeated or clarified. Do not interrupt or argue with another participant.

If you need an interpreter, disability accommodation, or other access support, raise the issue as early as possible through the court's process and with your attorney.

## After the hearing

- Ask your attorney how to obtain the written order and when it will be available.
- Write down the next hearing date, deadlines, tasks, referrals, and responsible person.
- Clarify any requirement you do not understand before acting on an assumption.
- Keep a copy of the order and update your binder and calendar.

| Next step / deadline | Who is responsible | Due date | Completed / proof |
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## Personal preparation notes

| Issue I need to understand | Question for my attorney | Notes / answer |
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## Important safety note

If a child or another person is in immediate danger, contact local emergency services. Do not delay urgent safety action to complete a worksheet. Keep sensitive records secure and share them only with people who have a legitimate need to know.

Prepared by A Voice 4 Our Children. Review date: November 5, 2026. Verify links, laws, contact details, and procedures before relying on them. This publication does not create an attorney-client relationship or guarantee any outcome.