

Table of Contents

PART I. INTRODUCTION (CONTINUED)

CHAPTER 1. INTRODUCTION

I. WHY PREPARE WITNESSES?

- § 1:1 Importance of preparing witnesses
- § 1:2 Effect of good preparation on settlement or plea bargain
- § 1:3 No two witnesses are alike
- § 1:4 When to commence preparing witnesses

II. PURPOSE, PROCESSES, PARTICIPANTS AND SEQUENCE: TRIAL, DEPOSITION, GRAND JURY, AND ARBITRATION

- § 1:5 Introduction
- § 1:6 Trial
- § 1:7 Deposition
- § 1:8 Grand jury proceeding
- § 1:9 Arbitration

III. THE WITNESS

- § 1:10 Introduction
- § 1:11 At trial
- § 1:12 At deposition
- § 1:13 Grand jury proceedings
- § 1:14 Arbitration

CHAPTER 2. ETHICAL CONSIDERATIONS

- § 2:1 Ethical obligation to prepare witnesses
- § 2:2 Extent of witness preparation
- § 2:3 Limitations on witness preparation

- § 2:4 The dividing line: Ethical preparation and improper influencing or coaching
- § 2:5 Opening statements and improper vouching
- § 2:6 Checklists for opening statements

CHAPTER 3. THE TRIAL NOTEBOOK

- § 3:1 A trial notebook: why?
- § 3:2 What is in a trial notebook?
- § 3:3 Developing a trial notebook
- § 3:4 Trial notebook checklist—Personal injury matter
- § 3:5 —Family law matter
- § 3:6 —Criminal law matter
- § 3:7 —Sample index for general litigation
- § 3:8 Costs for trial notebook

PART II. MATTERS TO CONSIDER BEFORE WITNESS PREPARATION

CHAPTER 4. DIFFERENT KINDS OF WITNESSES

- § 4:1 Introduction
- § 4:2 Fact witnesses
- § 4:3 The expert witness
- § 4:4 Why classify witnesses
- § 4:5 Classifying witnesses: a glossary
- § 4:6 Witness defined by relationship to the parties
- § 4:7 Witness defined by role or function or the matter in dispute
- § 4:8 Witness defined by characteristic or behavior
- § 4:9 Values bearing on witness selection
- § 4:10 Witness effectiveness
- § 4:11 Witness controllability
- § 4:12 Witness credibility
- § 4:13 Witness personal characteristics
- § 4:14 General advice on handling different types of witnesses
- § 4:15 General advice on dealing with the verbose witness
- § 4:16 General advice on dealing with the hesitant and nervous witness

TABLE OF CONTENTS

- § 4:17 General advice on dealing with the obstinate witness
- § 4:18 General advice on dealing with the megalomaniac or egocentric witness
- § 4:19 General advice on dealing with the reluctant witness
- § 4:20 General advice on dealing with adverse and hostile witnesses
- § 4:21 Protect the client and the case from the hostile witness: memorialized statements
- § 4:22 The neutral witness
- § 4:23 The document foundation witness

CHAPTER 5. PREREQUISITES TO WITNESS PREPARATION

- § 5:1 A prepared lawyer
- § 5:2 Does the client have legally sufficient claims or defenses
- § 5:3 Preliminary fact investigation and document review
- § 5:4 Preliminary litigation plan
- § 5:5 Identifying potential witnesses
- § 5:6 Necessary witnesses
- § 5:7 Desirable witnesses

CHAPTER 6. WHO CAN BE A WITNESS

- § 6:1 Introduction
- § 6:2 Fact witnesses
- § 6:3 Who can be a witness
- § 6:4 Witness capacity
- § 6:5 Witness competency
- § 6:6 Lack of testimonial competence: judges, lawyers, jurors
- § 6:7 Witness capacity to perceive
- § 6:8 Witness ability to recall
- § 6:9 Witness's inability to recall: hypnosis to refresh recollection
- § 6:10 Hypnosis to refresh recollection: consider the witness
- § 6:11 Hypnosis to refresh recollection: is such testimony admissible?
- § 6:12 Hypnosis to refresh recollection: guidelines to prepare witnesses to be hypnotized

- § 6:13 Witness ability to communicate
- § 6:14 Witness's ability to understand and follow instructions
- § 6:15 Witnesses and privileges
- § 6:16 —Types of privileges
- § 6:17 Expert witnesses
- § 6:18 Is expert testimony necessary and/or desirable
- § 6:19 Trial court determines admissibility of expert testimony
- § 6:20 Expert witness personal qualifications
- § 6:21 Admissibility of expert testimony

CHAPTER 7. PSYCHOLOGICAL IMPLICATIONS IN WITNESS SELECTION AND PREPARATION

- § 7:1 Psychology and the litigating lawyer
- § 7:2 Psychology and witness selection
- § 7:3 Psychology and witness preparation generally
- § 7:4 Psychology and the initial witness interview
- § 7:5 Psychology in interviewing a prospective witness
- § 7:6 Psychology in interviewing a prospective witness: what to ask
- § 7:7 Psychology in interviewing a prospective witness: how to ask
- § 7:8 Psychology in interviewing a prospective witness: when to ask
- § 7:9 Psychology and the eye witness
- § 7:10 Psychology and the eye witness: witnesses see what lawyers want them to see
- § 7:11 Psychology and the eye witness: distorting eyewitness testimony

CHAPTER 8. DIFFERENT TESTIMONIAL APPEARANCES REQUIRE DIFFERENT PREPARATION

- § 8:1 Introduction
- § 8:2 Testimonial appearances in civil litigation
- § 8:3 Depositions
- § 8:4 Hearings on litigated motions
- § 8:5 Civil trials
- § 8:6 Grand jury proceedings

TABLE OF CONTENTS

§ 8:7 Criminal trials

§ 8:8 Arbitrations

CHAPTER 9. CONSIDERATIONS IN PREPARING CERTAIN WITNESSES

- § 9:1 Introduction
- § 9:2 The client as witness
- § 9:3 Preparing the client in a civil action
- § 9:4 Preparing the client as criminal accused
- § 9:5 Preparing the client as criminal accused: multiple defendants
- § 9:6 Preparing the client to testify: the client who dissembles
- § 9:7 Preparing the client to testify: courts consider the client who may dissemble
- § 9:8 Preparing the client to testify: courts consider the client who may dissemble; further comments
- § 9:9 Preparing a child to testify: threshold questions and issues
- § 9:10 Preparing a child to testify: special considerations
- § 9:11 Preparing a child to testify: using closed-circuit television
- § 9:12 Preparing a child to testify: minimizing trauma during testimony
- § 9:13 Preparing a spouse to testify
- § 9:14 Preparing a spouse to testify: marital privileges
- § 9:15 Preparing a character or reputation witness
- § 9:16 A lawyer as witness: introduction
- § 9:17 A lawyer as witness: general considerations
- § 9:18 A lawyer as witness: the legal expert witness
- § 9:19 A lawyer as witness: the advocate as witness
- § 9:20 A lawyer as witness: some judicial decisions
- § 9:21 A lawyer as witness: opposing counsel as a witness
- § 9:22 Preparing the corporate executive: introduction
- § 9:23 Preparing the corporate executive: selecting the representative
- § 9:24 Preparing the corporate executive: adequate preparation
- § 9:25 Preparing the foreign language witness: deciding whether to use an interpreter
- § 9:26 Preparing the foreign language witness: using an interpreter

CHAPTER 10. SPECIAL ADDITIONAL CONSIDERATIONS IN PREPARING WITNESSES

- § 10:1 The witness: an important human being
- § 10:2 The witness: personal treatment
- § 10:3 The witness: considerations of time and schedule
- § 10:4 The witness: purpose of witness preparation
- § 10:5 The witness: maintaining reasonable expectations

PART III. WITNESS PREPARATION

CHAPTER 11. WITNESS INTERVIEWS

- § 11:1 The witness interview: an introduction
- § 11:2 The witness interview: process and goals of the witness interview
- § 11:3 The witness interview: distinguishing information gathering from witness preparation
- § 11:4 The witness interview: when and where to interview
- § 11:5 The witness interview: witness self-preparation
- § 11:6 The witness interview: building witness confidence
- § 11:7 The witness interview: conducting the interview
- § 11:8 The witness interview: clarifying sources of testimony
- § 11:9 The witness interview: two approaches
- § 11:10 The witness interview: controlling the interview and the witness
- § 11:11 The witness interview: discoverability of interview content
- § 11:12 The witness interview: four phases of the process
- § 11:13 The witness interview: the first phase
- § 11:14 The witness interview: the second phase
- § 11:15 The witness interview: the third phase
- § 11:16 The interview process: the fourth phase
- § 11:17 The witness interview: making mental notes
- § 11:18 The witness interview: making mental notes during the interview

TABLE OF CONTENTS

- § 11:19 The witness interview: learn by listening and observing
- § 11:20 The witness interview: listening and observing; concentration and attentiveness
- § 11:21 The witness interview: listening and observing; noting unintentional distortions
- § 11:22 The witness interview: avoid hasty judgments
- § 11:23 The witness interview: final considerations
- § 11:24 The witness interview: memorializing the interview

CHAPTER 12. BASICS OF INTERROGATION

- § 12:1 Introduction
- § 12:2 Adapt interrogation to the witness
- § 12:3 Two basic questioning patterns
- § 12:4 Open or narrative questions
- § 12:5 Leading questions
- § 12:6 Hypothetical questions and an alternative
- § 12:7 Two-in-one questions
- § 12:8 Let each witness understand his part
- § 12:9 How many witnesses
- § 12:10 Order of witnesses

CHAPTER 13. GENERAL CONSIDERATIONS FOR PREPARATION OF WITNESSES

- § 13:1 Locating all potential witnesses
- § 13:2 Locating all potential witnesses: a hypothetical
- § 13:3 Scheduling witness preparation
- § 13:4 Scheduling witness preparation: how long before trial
- § 13:5 Scheduling witness preparation: presence of others
- § 13:6 Preparing the witness: the initial interview
- § 13:7 Preparing the witness: the trial notebook as aide-memoir
- § 13:8 Preparing the witness: outline areas to inquire about
- § 13:9 Preparing the witness: using documents
- § 13:10 Preparing the witness: testing credibility and perception

- § 13:11 Preparing the witness: considering truthfulness and perceptions by content
- § 13:12 Preparing the witness: considering truthfulness and perceptions by behavior
- § 13:13 Preparing the witness: the age factor
- § 13:14 Preparing the witness: memorializing the interview and preparation sessions
- § 13:15 Preparing the witness: prophylactic measures
- § 13:16 Preparing the witness: the practices of experienced litigators to memorialize the preparation process
- § 13:17 Preparing the witness: considerations concerning recording witness interviews
- § 13:18 Preparing the witness: pretrial discovery of trial preparation
- § 13:19 Preparing the witness: the attorney work product doctrine
- § 13:20 Preparing the witness: maximizing attorney work-product protection
- § 13:21 Preparing the witness: an illustrative hypothetical concerning memoranda
- § 13:22 Preparing the witness: additional thoughts on memorializing witness interviews

CHAPTER 14. PREPARING THE WITNESS FOR TESTIFYING: GENERAL ADVICE FOR THE LAWYER

- § 14:1 Introduction
- § 14:2 Testimonial appearances at deposition and trial
- § 14:3 Witness preparation for deposition
- § 14:4 VIP witness preparation
- § 14:5 Witness preparation for deposition: *Caveat* on consulting with the lawyer during the deposition
- § 14:6 Master the facts: a necessity
- § 14:7 Master the facts: fact gathering
- § 14:8 Master the facts: analyzing the facts and information
- § 14:9 Master the facts: building a theory of the case
- § 14:10 Master the facts: the importance of documents and demonstrative evidence
- § 14:11 Master the facts: developing documentary and demonstrative evidence

TABLE OF CONTENTS

- § 14:12 Master the facts: matching the witnesses with the facts
- § 14:13 Master the facts: establish a cooperative relationship with each witness
- § 14:14 Master the facts: prepare for the adversary's tricks
- § 14:15 Master the facts: communications between witness and the adversary
- § 14:16 Master the facts: the unexpected witness

CHAPTER 15. PREPARING THE WITNESS TO TESTIFY GENERALLY

- § 15:1 Introduction
- § 15:2 General advice on testifying effectively: introduction
- § 15:3 General advice on testifying effectively: answer truthfully
- § 15:4 General advice on testifying effectively: understand each question, only answer the question asked
- § 15:5 General advice on testifying effectively: answer with best present recollection
- § 15:6 General advice on testifying effectively: speak clearly with common language
- § 15:7 General advice on testifying effectively: speak spontaneously, not from memory
- § 15:8 General advice on testifying effectively: pause and think before responding
- § 15:9 General advice on testifying effectively: acknowledge lack of knowledge, faulty recollection, even error
- § 15:10 General advice on testifying effectively: ask the lawyer to clarify a question
- § 15:11 General advice on testifying effectively: do not try to out-think or argue with the lawyer
- § 15:12 General advice on testifying effectively: always be courteous
- § 15:13 General advice on testifying effectively: maintain an appearance of neutrality
- § 15:14 General advice on the litigation process: introduction
- § 15:15 General advice on the litigation process: nature of proceedings
- § 15:16 General advice on the litigation process: explain the proceedings

- § 15:17 General advice on the litigation process: explain the difference between direct examination and cross-examination
- § 15:18 General advice on the litigation process: testifying about time and space
- § 15:19 General advice on the litigation process: objections and witness' reaction
- § 15:20 General advice on the litigation process: creating a favorable impression
- § 15:21 General advice on the litigation process: answering the witness's questions
- § 15:22 General advice on the litigation process: a checklist
- § 15:23 Preparing character witnesses for DUI proceedings

CHAPTER 16. PREPARING THE WITNESS TO TESTIFY IN ARBITRATION

- § 16:1 Introduction
- § 16:2 Arbitration is not litigation
- § 16:3 Continuing concern with the law of evidence
- § 16:4 Preparing prospective witnesses and the law of evidence
- § 16:5 Preparing the witness: absence of pretrial discovery
- § 16:6 Obtaining the assistance of one with relevant expertise
- § 16:7 Selecting and ordering arbitration witnesses
- § 16:8 Preparing the client or witness
- § 16:9 Some thoughts on ethics
- § 16:10 Reconsideration of witness preparation for cross-examination

CHAPTER 17. PREPARING THE WITNESS TO TESTIFY ON DIRECT EXAMINATION

- § 17:1 Introduction
- § 17:2 Designing trial strategy as a preface to preparatory sessions
- § 17:3 Analyzing available evidence and information
- § 17:4 Developing a theory of the case
- § 17:5 Planning direct examination

TABLE OF CONTENTS

§ 17:6	Using the outline to prepare the witness
§ 17:7	Advising the witness about contradictions and credibility
§ 17:8	Developing a persuasive direct examination
§ 17:9	Direct examination should open with easy questions that personalize the witness
§ 17:10	Semantics and direct examination
§ 17:11	Direct examination and witness memory lapse
§ 17:12	Direct examination and witness memory lapse: rehearsing refreshed recollection
§ 17:13	Direct examination and witness memory lapse: rehearsing past recollection recorded
§ 17:14	Direct examination: use of documents
§ 17:15	Direct examination: use of non-leading questions
§ 17:16	Direct examination: picking up clues and cues
§ 17:17	Direct examination: rehearsal
§ 17:18	Redirect examination: the overlooked preparation

CHAPTER 18. PREPARING THE WITNESS FOR CROSS-EXAMINATION

§ 18:1	Introduction
§ 18:2	Introducing the witness to cross-examination
§ 18:3	The nature and scope of cross-examination
§ 18:4	Help the witness to anticipate the shift to leading questions
§ 18:5	Preparing the witness for testing direct examination
§ 18:6	Cross-examination to test direct examination: pinning the witness down
§ 18:7	Cross-examination to impeach the ability to perceive, recall, and relate
§ 18:8	Cross-examination to impeach, generally
§ 18:9	Cross-examination: preparing the witness for trick questions
§ 18:10	Cross-examination: preparing the witness for various forms of interrogation
§ 18:11	Cross-examination: preparing the witness to handle prior inconsistent statements
§ 18:12	Cross-examination: preparing the witness to be disciplined and controlled
§ 18:13	Cross-examination: maintain the same demeanor as on direct

- § 18:14 Cross-examination: advising the witness about objections
- § 18:15 Cross-examination: a summary
- § 18:16 Cross-examination: rehearsing the witness
- § 18:17 Cross-examination: consider preempting the cross-examiner's impeaching material
- § 18:18 Preparing for cross-examination in a DUI case

CHAPTER 19. REHEARSAL AND FINAL PREPARATIONS BEFORE TRIAL

- § 19:1 Introduction
- § 19:2 The rehearsal: the setting
- § 19:3 The rehearsal: a courtroom visit for client and witnesses
- § 19:4 The rehearsal: different formats
- § 19:5 The rehearsal: the structure
- § 19:6 The rehearsal: some additional suggestions and observations
- § 19:7 The rehearsal: final instructions to witnesses
- § 19:8 Final suggestions to the lawyer

CHAPTER 20. THE EXPERT WITNESS

- § 20:1 Introduction
- § 20:2 Purpose of expert testimony
- § 20:3 When to retain the expert witness
- § 20:4 Client approval of retention of experts
- § 20:5 Selecting the expert
- § 20:6 Selecting the expert: qualities to seek
- § 20:7 Relationship between lawyer and expert
- § 20:8 Expert as consultant
- § 20:9 Qualifying the expert as witness
- § 20:10 Admissibility of expert testimony
- § 20:11 Preparing the expert witness: acting and communicating
- § 20:12 Preparing the expert witness: reviewing all relevant materials
- § 20:13 Preparing the expert witness: opinion, inference, conclusion, or hypothetical
- § 20:14 Preparing the expert witness: cross-examination
- § 20:15 Motion in limine to preclude expert testimony
- § 20:16 Expert checklist in litigation involving CT scan injury

TABLE OF CONTENTS

- § 20:17 Expert checklist in litigation for violations of prohibition against prerecorded commercial phone calls to residential numbers pursuant to Telephone Consumer Protection Act

CHAPTER 21. PREPARING THE GRAND JURY WITNESS

- § 21:1 The grand jury witness: introduction
- § 21:2 The grand jury witness: the functioning and purpose of a grand jury
- § 21:3 The grand jury witness: the prosecutor's witness
- § 21:4 The grand jury witness: a private lawyer learns a client has been called to testify
- § 21:5 The grand jury witness: what to do when first retained by a grand jury witness
- § 21:6 The grand jury witness: representing a target or subject
- § 21:7 The grand jury witness: preparation

PART IV. EXAMPLE EXAMINATIONS

CHAPTER 22. INTRODUCTION

- § 22:1 Examining witnesses is a learned skill
- § 22:2 Know the basics

CHAPTER 23. DIRECT EXAMINATION

- § 23:1 Qualifying witnesses
- § 23:2 Qualifying witnesses: the child witness
- § 23:3 Qualifying witnesses: corrections officer
- § 23:4 Qualifying witnesses: the expert witness
- § 23:5 Qualifying witnesses: structural engineering expert
- § 23:6 Qualifying witnesses: expert witness in MTBE contamination of water case
- § 23:7 Examination of expert—checklist
- § 23:8 Authenticating documents: personal documents
- § 23:9 Authenticating documents: business records
- § 23:10 Authenticating tangible objects
- § 23:11 Faulty or lapsed memory: refreshing recollection
- § 23:12 Faulty or lapsed memory: past recollection recorded

- § 23:13 Summaries of voluminous documents
- § 23:14 Opinion testimony: introduction
- § 23:15 Opinion testimony: lay witness
- § 23:16 Laying foundation: corporate witness
- § 23:17 Sample direct examination: plaintiff's expert
witness in motorcycle products liability action

CHAPTER 24. CROSS EXAMINATION

- § 24:1 Introduction
- § 24:2 Cross-examination: prior inconsistent statement
generally
- § 24:3 Cross-examination: prior inconsistent statement
under oath
- § 24:4 Impeachment; refreshing recollection

Table of Cases

Index