

Litigation Readiness Checklist

For general information only. Not legal advice.

- Identify all relevant documents, including drafts and attachments.
- Preserve emails, messages, and electronic files; avoid deletion.
- Create a list of potential witnesses and what they know.
- Document damages or losses with receipts, invoices, and records.
- Avoid discussing the dispute publicly or on social media.
- Track deadlines and communications from the other side or the court.