



TOP 10 TASKS/TOOLS • SELF-GUIDED TOUR

Practical Guidance Civil Litigation

This Top 10 list contains key resources and tools found on the Civil Litigation practice area page.

1. PRACTICAL GUIDANCE VIDEOS

Select federal and California state content features nearly 150 embedded explanatory videos with searchable transcripts complementing the textual practical guidance, all authored by renowned litigator and civil procedure authority Jim Wagstaffe.

Practice Notes: [Preserving Evidence Video \(CA\)](#)
[Subject Matter Jurisdiction \(CA\)](#)
[Deposition Fundamentals \(Federal\)](#)
[Electronic Discovery: Planning for and Conducting E-Discovery \(Federal\)](#)

2. LOCAL RULES GUIDES

Jurisdiction-specific guides that provide quick access to relevant local rules for a particular issue, including links to Lexis, the court's website, and the judge's individual rules. Find these guides in the Tools & Resources tab and under Checklists in the relevant task at hand.

[Motion for Reconsideration Local Rules Guide \(E.D.N.Y.\)](#)
[Discovery Motions Local Rules Guide \(C.D. Cal.\)](#)

3. ARBITRATION FUNDAMENTALS

Key items to review within this task include:

Practice Notes: [Arbitration vs. Litigation \(Federal\)](#)
[Arbitrators: Finding, Vetting, and Selecting an Arbitrator \(U.S.\)](#)
[Discovery Pursuant to 28 U.S.C. § 1782 in Support of Arbitration \(International\)](#)

Annotated Templates: [AAA Demand for Arbitration](#)
[CPR Notice of Arbitration](#)
[JAMS Demand for Arbitration](#)

Checklists: [Arbitration Organizations: Choosing an Organization Checklist \(U.S.\)](#)
[Electronic Evidence in Arbitration Checklist \(International\)](#)

4. STANDARDS CHARTS

Reader-friendly Standards Charts broken up by motion and court that provide legal standards for the most frequently-filed motions, and accompanying seminal and / or example cases. Find these charts in the Tools & Resources tab and under Checklists in Civil Litigation's Motions topic.

[Motion to Transfer Venue: Standards Chart \(2d Cir.\)](#)
[Motion for Temporary Restraining Order and Preliminary Injunction Standards Chart \(9th Cir.\)](#)

5. NEW CLIENT EVALUATION AND ENGAGEMENT

Key items to review within this task include:

Practice Notes: [Commencing a Lawsuit: Initial Considerations \(CA\)](#)
[Attorney-Client Relationship: Formalizing Attorney-Client Relationship \(FL\)](#)

Annotated Templates: [Attorney Engagement Letter and Fee Agreement \(Hourly Fee Arrangement\) \(WA\)](#)
[Client Conflict Waiver Letter \(Prospective Client\) \(Federal\)](#)

Checklists: [Client Evaluation Checklist \(CO\)](#)

6. HANDLING DEPOSITIONS

Key items to review within this task include:

Practice Notes: Depositions: Preparing for and Conducting an Oral Deposition (TX)
Depositions: Defending Rule 30(b)(6) Deposition of an Entity (MA)

Annotated Templates: Deposition Notice (NJ)

Checklists: Depositions: Preparing to Depose the Plaintiff Checklist (Federal)
Deposition Fundamentals Checklist (PA)

7. ELECTRONIC DISCOVERY

Key items to review within this task include:

Practice Notes: Electronic Discovery: Planning for and Conducting E-discovery (NJ)
Social Media in E-discovery (Federal)

Annotated Templates: Litigation Hold Notice (Federal)
Litigation Hold Notice (MN)

Checklists: E-discovery Checklist (OH)

8. COMMENCING A LAWSUIT

Key items to review within this task include:

Practice Notes: Statutes of Limitations: Rules and Compliance (CA)
Commencing a Lawsuit: Drafting and Filing the Complaint (MI)
Commencing a Lawsuit: Filing the Complaint and Serving Process (GA)

Annotated Templates: Complaint (FL)
Affidavit of Service of Process (NJ)

Checklists: Commencing a Lawsuit: Serving Process on the New York Secretary of State Flowchart (NY)

9. PRELIMINARY INJUNCTIVE RELIEF

Key items to review within this task include:

Practice Notes: Preliminary Injunctions: Seeking a Preliminary Injunction (Federal)
Pretrial Injunctive Relief: Initial Considerations and Drafting Required Documents (NY)

Annotated Templates: Order to Show Cause for Preliminary Injunction and Temporary Restraining Order (NY)
Ex Parte Application for Temporary Injunction and Order to Show Cause (CT)

Checklists: Motion for Temporary Restraining Order and Preliminary Injunction Standards Chart (9th Cir.)

10. SUMMARY JUDGMENT

Key items to review within this task include:

Practice Notes: Summary Judgment: Making the Motion (NY)
Summary Judgment: Opposing the Motion (TX)
Summary Judgment Survival Skills (Federal)

Annotated Templates: Summary Judgment: Statement of Material Facts (FL)

Checklists: Summary Judgment: Making the Motion Checklist (NC)
Summary Judgment: Submitting Evidence in Support of the Motion Checklist (IL)

For more information or to request a demo,
call **888-AT-LEXIS (888-285-3947)**

You can also request Lexis representatives to contact you on the following web page:

[lexisnexis.com/en-us/contact-us/contact-us-rep.page](https://www.lexisnexis.com/en-us/contact-us/contact-us-rep.page)