

Case Preparation Checklist

Facebook Suspension Survival Guide

Purpose

Use this checklist before filing a small claims case or pursuing formal legal action. This is not legal advice, but it can help you organize your materials.

Important: This form is provided for general educational and organizational purposes only. It is not legal advice.

Before Filing

☐ Appeal submitted	☐ Appeal denied or unresolved
☐ Evidence checklist completed	☐ Timeline worksheet completed
☐ Business asset inventory completed	☐ Financial losses calculated
☐ Demand letter prepared and sent	

Court Preparation

☐ Correct court identified	☐ Filing fee verified
☐ Defendant information verified	☐ Complaint prepared
☐ Exhibits organized	☐ Copies printed
☐ Service of process requirements reviewed	☐ Court date recorded

Hearing Preparation

☐ Short statement of facts prepared	☐ Timeline printed
☐ Evidence index prepared	☐ Questions and expected responses drafted
☐ Settlement position considered	☐ Transportation and arrival time planned

Notes

Prepared by: _____ Date: _____