

Case Facts Worksheet

Plaintiff:	_____	Defendant:	_____
Court/Jurisdiction:	Jackson County Circuit Court, MO		
Docket/Case Number:	_____	Date of Next Hearing:	_____
Your Law Firm:	_____	Your Attorney:	_____
Point of Contact:	Phone: _____	Email:	_____

Statement of Legally Significant Facts

Focus only on essential background events and facts that directly affect the legal outcome.

Date: _____ Event: _____

Procedural History

Chronological list of filings, motions, and rulings that have brought the case to its current status.

Date:	_____	Action:	_____
Date:	_____	Action:	_____
Date:	_____	Action:	_____

Key Legal Issues

What is the core question the court must answer in this case?

Drafted as a 'yes' or 'no' question, e.g., Did the defendant breach the service contract?

YES NO

Issue 1: _____
Issue 2: _____

Claims, Causes of Action, & Defenses

Claim/Cause of Action:	e.g., Negligence, Breach of Contract
Elements to Prove:	What must be established for this claim
Supporting Facts:	Which facts satisfy the elements
Defenses:	e.g., Contributory Negligence
Facts Supporting Defense:	_____

Evidence & Exhibits

Document / Evidence Name:	e.g., Contract dated 01/15/2025, Email chain
Location:	e.g., Folder 1, Exhibit A, Digital Drive
Proves/Disproves:	e.g., Proves the defendant saw the terms

Key Witnesses & Testimonies

Name & Role:	e.g., John Doe - Eyewitness
Contact Info:	Phone _____ Email _____
Key Points of Testimony:	_____
Status:	e.g., Deposition pending, Statement taken

Action Items & Deadlines

Task:	e.g., File motion in limine	Task:	e.g., File motion in limine
Due Date:	Status: _____	Due Date:	Status: _____
	Pending / In Progress / Completed		Pending / In Progress / Completed