

Ten Pointers for Witnesses

1. **Tell the truth.**

No one can confuse you if you tell the truth.

If you don't know an answer, you can say, "I do not know."

2. **Slow down. Listen and understand the question**

You should not feel rushed to answer.

Listen closely don't hesitate to say "I don't understand".

3. **Do not guess or estimate**

If you do not know or cannot recall something, say so.

This rule becomes more important and more difficult to follow when the attorney is scoring points or making you feel like you should know the answer.

4. **Keep your answer short**

Answer only the question, do not volunteer information.

It is not your job or responsibility to educate the person asking questions. Resist the temptation to explain.

5. **There is no such thing as "off the record."**

Even if you are on a break and talk to someone in the room, be prepared for questions on that conversation.

Any private conversations between you and your attorney will never be disclosed.

6. **Never and Always.**

Beware - I "never" or "always", she "never" or she "always".

These words have a way of coming back to haunt you.

7. **Stop talking**

Never miss an opportunity to stop talking.

Whether you are giving a deposition or on the witness stand during trial, these two words can be helpful.

8. **Don't Argue or Express Anger**

It is the job of opposing counsel to score points and he or she will!

Your attorney is there to help you as much possible.

9. **Witnesses Make Mistakes**

It is a fact. Do not become upset if you find you have made one.

Mistakes can be corrected during a deposition or after.

10. **Tell it with confidence**

Look the attorney in the eye, and answer them directly.

If you speak in a clear, firm voice, you are more likely to be believed.