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

1. **CIVIL LITIGATION FUNDAMENTALS RESOURCE KITS**
   These resource kits provide an overview of important topics attorneys should understand when litigating a case. They include key resources providing step-by-step guidance on fundamental civil litigation tasks that attorneys will typically work on over the course of litigation, including detailed practice notes, annotated forms, and checklists. We have these resource kits for federal, and the following (16) states: CA, CO, CT, FL, GA, IL, MA, MI, MN, NC, NJ, NY, OH, PA, TX, WA.
   - **Practice Notes:**
     - Civil Litigation Fundamentals Resource Kit (Federal)
     - Civil Litigation Fundamentals Resource Kit (CO)
     - Civil Litigation Fundamentals Resource Kit (PA)
     - Civil Litigation Fundamentals Resource Kit (IL)
     - Civil Litigation Fundamentals Resource Kit (NY)

2. **DEADLINES IN CIVIL LITIGATION CHARTS**
   These detailed charts identify the most common deadlines applicable to state court litigations in an easily accessible format and are an essential resource for litigators. Since these deadlines emanate from a variety of sources, this chart saves attorneys valuable time by marshaling this critical information all in one place. Currently, we have charts for seven jurisdictions (Federal, CA, GA, MA, NJ, NY, WA).
   - **Checklists:**
     - Deadlines in Civil Litigation Chart (Federal)
     - Deadlines in Civil Litigation Chart (GA)
     - Deadlines in Civil Litigation Chart (MA)
     - Deadlines in Civil Litigation Chart (WA)

3. **DISCOVERY**
   These checklists address remote depositions in state court, and cover topics such as deciding whether to take a remote deposition, the legal standard for taking a remote deposition, pre-deposition preparation, and what to do during the remote deposition. We have checklists for the following (15) states: CA, CO, CT, FL, GA, IL, MA, MI, MN, NJ, NY, OH, PA, TX, WA.
   - **Practice Notes:**
     - Civil Litigation Process Map: Discovery (Federal)
     - Discovery Subpoena Resource Kit (NY)
     - Electronic Discovery: Planning for and Conducting E-discovery (NJ)
     - Document Requests: Drafting and Serving RFPs (PA)
   - **Checklists:**
     - Document Requests: Drafting and Serving RFPs Checklist (CA)
     - Electronic Discovery: Planning for and Conducting E-discovery Checklist (NC)
     - Interrogatories: Responding to Interrogatories Checklist (OH)

4. **PRACTICAL GUIDANCE STATE LAW COMPARISON TOOL**
   The Practical Guidance State Law Comparison Tool allows users to compare civil litigation in 7 topics across select states plus the District of Columbia and Federal law. From the Civil Litigation home page, select State Law Comparison Tool in the Tools & Resources box on the right of the page. Then select your topic, jurisdictions, questions, and formatting options to generate a customized chart or report.
5. COMMENCING A CIVIL ACTION
These resource kits provide an overview of how to commence a civil action in state courts, including how to draft and file a complaint and other related documents and how to serve process on the defendant. They include practical guidance on each of these topics, including detailed practice notes, templates, and checklists.

Resource Kits:  
Commencing a Civil Action Resource Kit (CO)  
Commencing a Civil Action Resource Kit (MN)  
Commencing a Civil Action Resource Kit (CA)

6. COMPUTING TIME IN LITIGATION CHECKLISTS
Our checklists will ensure you never miss a deadline:

Checklists:  
Computing Time in Litigation Checklist (Federal)  
Computing Time in Litigation Checklist (NJ)  
Computing, Extending, and Shortening Time in Litigation Checklist (CA)

7. 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.)  
Arbitration in the United States Resource Kit (Federal)

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

8. 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.)

9. 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)

10. PRACTICAL GUIDANCE PRACTICE AREA NEWSLETTER
As part of your LexisNexis subscription, you have access to Practical Guidance and are entitled to receive the Practical Guidance Newsletter—a weekly roundup of news and insights, customized to your practice area and delivered to your inbox. Sign up here to receive this free practice area newsletter written by our team of legal experts today.

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