#### Testimony Review Form

|  |  |  |  |
| --- | --- | --- | --- |
| Witness: |       | Testimony Date: |       |
| Case: |       | Discipline(s): |       |
| Reviewer: |       |  |       |
| Reviewer’s Title: |       | Review Date: |       |

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| Called By: | [ ]  Prosecution | [ ]  Defense | [ ]  Other       |  |
| Proceeding Type: | [ ]  Jury Trial | [ ]  Bench Trial | [ ]  Hearing | [ ]  Deposition |
| Review Type: | [ ]  Live | [ ]  Transcript | [ ]  Other       |  |

Methods/topics testified to:

Rate the following (5 = excellent, 3 = average, 1 = poor):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **5** | **4** | **3** | **2** | **1** | **N/A** |  | **5** | **4** | **3** | **2** | **1** | **N/A** |
| Professional appearance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Use of visual aids & evidence handling | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Courtroom etiquette | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Preparation & organization | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Voice volume | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Demeanor | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Vocabulary | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | Other:       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| Was the witness’ testimony discussed prior to the proceeding? | [ ]  Yes | [ ]  No | [ ]  Unknown |
| Was the testimony presented in an understandable manner? | [ ]  Yes | [ ]  No |  |

Additional comments and/or suggestions for improvement:

Reviewer: Date:

|  |
| --- |
| Testimony Review has been discussed with the witness: |
| Supervisor:  |  | Date: |  |
| Witness: |  | Date: |  |
|  |
| Quality Manager (or delegate) Review: |  | Date: |  |