



discoveryPartners

SEMINAR CATALOG

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DISCOVERY PARTNERS

PROPRIETARY INFORMATION

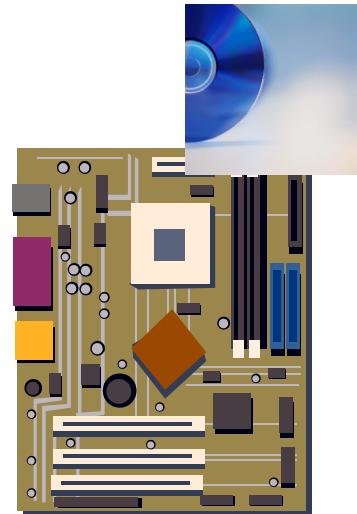


SEMINAR 1 INTRODUCTION TO PERSONAL COMPUTER TECHNOLOGY FOR ELECTRONIC DISCOVERY

This course increases the participant's electronic discovery IQ through an understanding of how personal computers work. The course includes interactive discussion and exercises that reinforce knowledge about the components of personal computers and their importance in the context of electronic discovery.

Course content includes:

- Brief History of Computers
- What's Inside a Personal Computer?
 - The Chassis and the Bus
 - The Network Interface Card and the Network
 - The CD Writer
 - The Hard Disk Drive
 - How is information stored on a hard drive?
 - How is information removed from a hard drive?
 - What types of "space" are on a hard drive?
- What Sort of Information is Stored on a Personal Computer?
- What is MS DOS?
 - Security In MS DOS
- How Do Software Applications Store Information?
 - MS Office
 - Meta Data
 - Internet Browser
- Computer Numerology
- Alphabet Soup
 - What is a PST, TIFF, Bitmap, OCR, PDF, VOIP, Metadata, Parent-Child Relationship,





SEMINAR 2 COMPUTER NETWORK TECHNOLOGY FOR EDISCOVERY

This course increases the participant's electronic discovery IQ through an understanding of how personal computer networks function, and includes an overview of third party systems. The course also includes interactive discussion and exercises that reinforce knowledge about network systems and its importance in the context of electronic discovery.

Course content includes:

- Strategy of a Computer Network
 - Servers and Routers
 - Wide Area Networks
- Desktop Applications and Storing Information
 - Microsoft Word and Excel
 - Emails and PST Files
 - Web Browser
- Database Applications
 - Who speaks SQL
 - Flat File Databases
 - Query Tools and Reports
- Types of Storage
 - Online Storage
 - Offline Storage
 - Archival Storage
- Tape Backup and Disaster Recovery Systems.
 - How Tape Backup Works
- Information Outside the Network.
 - Voicemail Systems
 - Email Servers
 - Web servers
 - Transaction Servers
 - Third Party Services
- Data Collection and Data Preservation



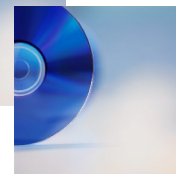
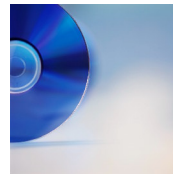


SEMINAR 3 THE LITIGATION LIFECYCLE

This course increases the participant's electronic discovery IQ through an understanding of the entire litigation lifecycle from pre-discovery preparedness through data collection, review, and production. The course includes interactive discussion and exercises that reinforce knowledge about the litigation lifecycle and its importance in the context of electronic discovery.

Course content includes:

- It's a Process
 - Key Steps in the Process
 - Data Authenticity and Chain of Custody
 - Opportunities to Control Costs
 - Need for Planning
- Records Retention Practices
 - What Is a Reasonable Policy?
 - What Is a Complete Policy?
- Reasonably Anticipated or Notice of Litigation
 - When Are We on Notice?
 - An Existing Plan for Next Steps
- Litigation Hold and Information Preservation
 - Implementing Litigation Hold
 - Outside Counsel Responsibilities
 - How To Preserve Data
- Data Gathering and Privilege Review
 - Identifying the Data
 - Constraining the Amount of Data
 - Correct Collection and Chain of Custody
 - Correct Collection and Spoliation
- Review and Production of Responsive Documents
 - Efficient Review – Deduplication
 - In-House vs. Outsource Solutions
 - Efficient Review – Bulk Tagging
 - Efficient Review – Security and Flexibility
 - Production of Documents
- Managing the Case
 - Tools of the Trade
 - Software for Managing Documents
 - Software for Managing Transcripts and Trial Presentation





SEMINAR 4 COMMON LEGAL ISSUES IN ELECTRONIC DISCOVERY

This course increases the participant's electronic discovery IQ through an understanding of the legal issues common to electronic discovery. The course includes interactive discussion and exercises that reinforce knowledge about these common issues and the technology behind the issues.

Course content includes discussion of these areas:

- Mandatory Disclosures
 - Did We Forget to Mention?
- Duty to Investigate
 - Who to Ask
 - Where to Look
- Cost Shifting
 - What Constitutes Undue Burden
 - Accessible Data, Archival Data, and Backup Tapes
 - Testing
- Form of Production
 - What's Wrong with Native
 - What's Right with Metadata
- Document Retention
 - Reasonableness
 - Routine Operation
 - Preservation Agreements – “*for how long?!!*”



SEMINAR 5 PENDING CHANGES TO THE FEDERAL RULES OF CIVIL PROCEDURE

This course increases the participant's electronic discovery IQ through an understanding of the pending changes to the Federal Rules of Civil Procedure and how the changes will impact the litigation document life cycle. The course includes interactive discussion and exercises that reinforce knowledge about the pending changes and their impact on the litigation document lifecycle.

Course content includes:

- Changes to Rule 26(a)(1)(B): General Provisions Governing Discovery; Duty of Disclosure; Required Disclosures; Methods to Discover Additional Matter. Disclosure prior to discovery request
 - Facts of the case and scope of electronic data
 - Potential sources of electronic data

- Rule 26(b)(2)(B): General Provisions Governing Discovery; Duty of Disclosure; Discovery Scope and Limits; Limitations. Not reasonably accessible sources
 - What electronic data is inaccessible
 - What are the costs of retrieval
 - What other sources are available

- Changes to Rule 26(f)(3) & (4): General Provisions Governing Discovery; Duty of Disclosure; Conference of Parties; Planning for Discovery. Early Conference
 - Knowing about the information system or systems containing potentially responsive data
 - System architecture and where the electronic data is
 - System architecture and what type of electronic data
 - Accessible and inaccessible electronic data
 - System practices for data management (email archiving, backup type cycles)
 - Preservation and related costs
 - Production Agreement and Form of Production and metadata

- Rule 26(b)(5)(B): General Provisions Governing Discovery; Duty of Disclosure; Discovery Scope and Limits; Claims of Privilege or Protection of Trial Preparation Materials; Information Produced. Assertion of claim of privilege



- Changes to Rule 16(b)(5) and (6) Pretrial Conferences, Scheduling Management Expanded Scheduling Order
- Rule 33(d): Interrogatories to Parties; Option to Produce Business Records. Responding to interrogatories
- Rule 34(a) & (b): Production of Documents, Electronically Stored Information, and Things and Entry Upon Land for Inspection and other Purposes; Procedure. Form or Forms of Production
- Rule 37(f): Failure to Make Disclosures or Cooperate in Discovery; Electronically Stored Information. Safe Harbor
 - What are current records retention policies and practice
 - How have they been documented
 - How have they been administered
- Changes to Form 35: Report Parties Planning Meeting. Reporting
- Rule 45 Subpoena; Form; Issuance.



SEMINAR 6 RECORDS RETENTION POLICY AND PRACTICE

This course increases the participant's electronic discovery IQ through an understanding of records retention policy and practice and examines the vital links between records retention and effective litigation preparedness.

Course content includes:

- Overview
 - Basic Definitions
 - What is Records and Information Management (RIM)
 - Litigation Hold
 - Why Retain Records?
 - Things Can Go Wrong
- The Sedona Conference on Records Management
 - Organizations Should Have RIM Policies and Procedures (RIM-P2)
 - RIM-P2 Should be Realistic, Practical, and Tailored to the Circumstances of the Organization
 - Organizations Need Not Retain Everything
 - RIM-P2 Should Include Specific Procedures Addressing RIM Lifecycle
 - RIM-P2 Must Define Implementation of Litigation Hold
- How to Prepare for Litigation
- Litigation Hold
 - When does it Begin?
 - How is it Implemented?
 - How is Content Preserved?
 - When can Litigation Hold be Relieved?
- The “good faith” standard