Chapter 7- Managing Litigation Information Using Technology

Facts can't be recounted; much less twice over, and far less still by different persons. I've
already drummed that thoroughly into your head. What happens is that your wretched memory
remembers the words and forgets what's behind them.

- Augusto Roa Bastos

Table of Contents

Introduction

Manual Control of Case Information
Digital Control of Case Information
What is Information Technology (IT) Management
Objective of IT

Implementing IT

Case Litigation Workflow
Litigation Workflow
Preliminary Considerations
IT Requirements
IT Tasks & Workflow

Digital Case Management / Trial Notebook

Case Management Trial Notebook **IT Options** Integrated IT Coding Connecting Information

IT Management of Specific Case Materials

Screening

Databases

Designing

Sample Fields

Indexing

Discoverability

Numbering Systems Coding Documents

Personnel issues

Retrieving Doc Info

Searches

Reports

Integrating Images Imaging Software

Cost Comparisons

Imaging Steps

Outsourcing

Depositions and Trial Testimony

Full Text Search

ASCII Transcript

Deposition Images
Preparing For Depo
Searching

Deposition Reports Reports (cont.) Video Depositions

Video Synching Real-time Translation

Broadcasting Depos

Condensed Reports

Interrogatories, Pleadings, Motions and Request for Admissions

Calculating Damages

Conclusion