

**Administrative Office of the U.S. Courts
Office of Defender Services, Training Branch**

**Law & Technology Series:
Techniques in Electronic Case Management Workshop**

**Omni San Diego Hotel
San Diego, CA
January 3 - 5, 2013**

Thursday - January 3, 2013

7:30 am - 8:30 am

Registration
XXXX

8:30 am - 8:45 am

Welcome and Introduction to the Workshop
XXXX
TBA

8:45 am - 9:45 am

**Electronic Case Management Strategies for the 21st Century
(Plenary)**
XXXX
TBA

With the realities of the digital era upon us, this plenary will provide an overview of various legal and technological considerations involved with electronic case management, from meet and confers with the government regarding discovery - Fed.R.Crim.P.16, local discovery rules, and national protocols on discovery management/production to legal tools that can assist you in the digital management of documents, players, and key facts to ensure effective representation of your client. It will introduce participants to Adobe Acrobat Pro, ISYS, and CaseMap/TimeMap through demonstrations of key features in each software program both in the context of a mock case and real-life case scenarios, displaying how these tools may be used to manage a case consistent with the defense theory and professional obligations.

9:45 am - 10:00 am

Break

10:00 am - 12:00 pm

Computer Software Download and Case Material Preparation and Discussion (Workshop)

Workshop room and group assignments will be posted at the registration desk.

TBA

Participants will break into their assigned small groups. Faculty will verify that each participant has properly loaded all of the software programs and case materials on their computers, and if they have not, assist them in doing so. Attendees will analyze the mock case to determine organizational strategies for factual and legal issues that they will be working on throughout the workshop as well as their own case. Time permitting, a brief overview of the basic features of Adobe Acrobat Pro will be covered.

12:00 pm - 1:15 pm

Lunch - On your own

1:15 pm - 4:15 pm

Hands-on Management of Electronically Scanned Paper Training with Adobe Acrobat Pro (Workshop)

Workshop room and group assignments will be posted at the registration desk.

Adobe Acrobat Pro is an excellent tool for managing electronically scanned paper, a principal form in which discovery is provided in federal criminal cases. In their small groups, participants will use their computers to do hands-on structured exercises using Acrobat Pro. These exercises will teach participants how to use Acrobat Pro to organize and manage discovery and case materials. These exercises will involve converting paper and non-searchable PDF files into searchable PDF files, creating bookmarks and annotations, and understanding how basic objective coding of documents can significantly aid in the identification, retrieval and organization of factual and legal information, and the connection between facts and legal issues needed to defend a case effectively. Throughout the session, the legal decision points that need to be addressed in a typical case will be identified and discussed.

4:15 pm - 4:30 pm

Break

4:30 pm - 5:30 pm

Hands-on Search and Retrieval Training with Adobe Acrobat Pro and ISYS (Workshop)

Workshop room and group assignments will be posted at the registration desk.

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In the small groups, participants will take part in structured exercises to search and retrieve relevant case materials using both Adobe Acrobat Pro and ISYS. Participants will build indices; develop a better understanding of different search forms; understand the legal implications involved with different search types; and contemplate the advantages of this type of software when organizing case materials and other work product, such as the creation of legal brief banks. The indices and the subsequent iterative searches help in the identification of discovery relevant to the legal issues in your client's case.

5:30 pm

Adjourn

Friday - January 4, 2013

7:30 am - 8:30 am

Registration

XXXX

8:30 am - 9:30 am

Search, Retrieval and Coding: Legal Concepts, Problems and Solutions (Plenary)

XXXX

TBA

With federal criminal cases we often need to find needles in a haystack, but struggle to do so with ever-increasing volumes of discovery. This plenary will demonstrate multiple ways of using search and retrieval technology to master the factual and legal issues in your case, while discussing the benefits and limitations of full-text searches. It will provide background on the value of objective and subjective coding, and how coding can help you organize and analyze your case materials and represent your client effectively. The presenters will discuss how finding the needle in the haystack is intrinsically tied to the legal requirements of your case, understanding the technological limitations of your data set, and designing a process that successfully addresses both issues.

9:30 am - 9:45 am

Break

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9:45 am - 10:45 am **Hands-on Search and Retrieval Training with Adobe Acrobat Pro and ISYS (Workshop) (continued)**
Workshop room and group assignments will be posted at the registration desk.

10:45 am - 11:45 am **CaseMap/TimeMap Hands-on Training (Workshop)**
Workshop room and group assignments will be posted at the registration desk.

CaseMap is an excellent database specifically designed for management and analysis of the legal and factual issues in your cases. In their small groups, participants will do hands-on, structured exercises using CaseMap/TimeMap. Participants will learn how to create and use a CaseMap database to organize, manage, and connect case facts, legal issues, key players, and documents for use at hearings or at trial. They will learn how to search, filter, and create case summary reports regarding people, documents, and facts. By going through the process of building a CaseMap database, users will be able to more effectively conduct and track their legal analysis and manage their case.

11:45 am - 1:00 pm **Lunch** - On your own

1:00 pm - 4:00 pm **CaseMap/TimeMap Hands-on Training (Workshop) (continued)**
Workshop room and group assignments will be posted at the registration desk.

4:00 pm - 4:15 pm **Break**

4:15 pm - 5:15 pm **Bringing It All Together: Legal Workflow and Technological Lessons from the Field (Plenary)**
XXXX
TBA (Panel)

When you start a case, how do you determine what technology to use and how to use it? Since so much of the discovery comes from the government, how can you work with them in getting the discovery in more formats that you can use? How does the new national ESI protocol assist in this process? What are the legal and ethical hot spots governing electronic disclosure that arise during this process? This plenary will provide real life examples of how CJA panel attorneys and FDO staff meet and confer with the

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government, and use software programs to organize the paper and electronic images they receive in discovery so that they are ready to go to trial. Defense teams will discuss the legal workflows they utilize and the determining factors they consider when choosing technology. Such factors include culling discovery through search, coding documents to assist in their organization, segregating confidential, privileged or work product information in multi-defendant cases, and how to best enable review and organization for trial.

5:15 pm **Adjourn**

Saturday - January 5, 2013

7:30 am - 8:30 am **Registration**
XXXX

8:30 am - 11:00 am **Building Your Case with Acrobat, ISYS and CaseMap/TimeMap (Workshop)**
Workshop room and group assignments will be posted at the registration desk.

In their small groups, participants will apply the legal concepts and technological skills they have learned throughout the workshop and build a CaseMap database for the case that they have brought with them.

11:00 am - 11:15 am **Break**

11:15 am - 12:30 pm **Coping with the Mega-Case: Strategic Advantages and Ethical Considerations with Cloud-Based Solutions and Strategies for Sharing Information (Plenary)**
XXXX
TBA (Panel)

The large, mega-case usually involves multiple parties, a large volume of discovery and case information, or a variety of computer file types. These cases often require additional resources, joint defense agreement issues, more robust technology and different strategies than typical. This plenary will discuss web-hosted solutions which act as a central database review tool of information to better share, organize, segregate, review, and analyze case materials. We will discuss concerns about access and

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security, and how to design the solutions so that you can share and collaborate among defense teams, while keeping your own work-product confidential, as required by the rules of professional responsibility. The panelists will discuss the web-hosted evidence review platform (a software application that allows for the capture, organization, analysis, and review of case-related electronic data) currently available at a reduced rate to FDO and CJA panel attorneys in selected cases through AccessData. We will also demonstrate AD CaseVantage, AccessData's secure Internet database review tool for case data and e-discovery.

12:30 pm

Closing Remarks

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