

**Proposition** : In response to a request from a number of law firms, Allvision has developed a tailored seminar on eDisclosure, which is shown below.

**Participants** : 0 – 4 year PQE's.

**Course Objectives** : By the end of the course, participants will:

- Have an understanding of the EDRM model, what lawyers and suppliers need to do at each stage of it, and the various technologies that can assist them.
- Understand the basic requirements for Collection, Processing, Review and Analysis.
- Be aware of the common pitfalls along the way, and the key issues they need to focus upon.
- Gain an understanding of the current "hot topics" within the eDisclosure marketplace.

**Benefits** : Gain a solid introduction to eDisclosure and the technology that supports it. Know what the overall issues are, and where to go for more help. Understand the different approaches that are open to lawyers at the start of an eDisclosure exercise.

**Logistics** : The course will be run at the requesting law firm's office, 16:00 – 17:00

The course will be split into 3 sessions with a break for coffee in-between sessions two and three. Andrew will remain on-site after the course to participate in an informal question and answer session.

Allvision will provide all course material in electronic format, it will be the responsibility of the law firm to produce a documentation pack for each of the delegates.

16:00 – 16:35	1	Background; Legal and Technical
16:35 – 17:50	2	Collection/Processing/Review/Analysis
17:50 – 18:05		Coffee
18:05 – 18:50	3	"Hot Topics" in eDisclosure
18:50 – 19:00		Float / Q&A

Date : TBC

Number of participants : TBC:

## Session 1 : Background; Legal and Technical (35 Minutes)

00 - 05	<p><i>What is Disclosure in general and eDisclosure in particular.</i> Exchange of material in legal matters, eDisclosure = exchange of ESI (not format of exchange medium).</p> <p><i>EDRM model.</i> First of many times we will be referring to this, talk briefly through all stages, note how processes are related with double headed arrows, lots of looping around stages.</p> <p style="text-align: right;">Supporting material : Slides   Appendix 1: EDRM</p>
05 - 10	<p><i>When does all this happen.</i> Walk through the TCC Legal/EDRM timeline to explain both the legal process and how the various forms fit into that workflow. Brief mention of arbitration and other processes that use ESI. <b>See Instructor Notes.</b></p> <p style="text-align: right;">Supporting material : Slides   Appendix 2 : A3 copy of TCC Legal/EDRM timeline</p>
10 - 15	<p><i>What else is out there.</i> TCC Protocol. Skim through the document. Emphasise it is best practice rather than unique to the TCC. Pick up on Jackson emphasis on cooperation (which is not collaboration).</p> <p style="text-align: right;">Supporting material : Slides   Appendix 3 : TCC Protocol   Appendix 4 : Guidance notes to Protocol.</p>
15 - 20	<p><i>EDRM Stages.</i> Return to EDRM and briefly explain at each stage, what has got to be done, who can help and what technology is available. Note that we will be returning to the "core" areas of this in greater detail in session 2. <b>See Instructor Notes.</b></p> <p style="text-align: right;">Supporting material : Slides</p>
20 - 25	<p><i>eDisclosure Marketplace.</i> Carrying on from one of the elements of the previous section, give an overview of the different organisations in the eDisclosure marketplace; 1) Consultancy firms (Very large and large), 2) Software specific organisations, 3) Solutions/Bureau organisations (including specialist forensic firms), 4) LPO's, 5) External Review teams.</p> <p>Software split by functional areas across the Collection/Processing/Review/Analysis stages. Explain how some span both Early Case Assessment stage and Review/Analysis stages.</p> <p style="text-align: right;">Supporting material : Slides.</p>
25 - 30	<p>Who else can help. Mention 1) Chris Dale, 2) Legal IT Insider, 3) TeCSA eDisclosure page, 4) Damian Murphy, 5) Buyer's Guide (particularly the bits before the "Yellow Pages" entries).</p> <p style="text-align: right;">Supporting material Slides   : Appendix 4 : List of useful Websites.</p>
30 - 35	<p><i>Session Summary.</i> Review of what we have covered. Any questions. [Quick quiz on 5 key points]</p> <p style="text-align: right;">Supporting material : Slides.</p>

Session 2: Collection/Processing/Review/Analysis (1 hour 15 minutes)

<p>00 - 15</p>	<p><i>Collection.</i> Who does it and to what standard; Forensic level (+ chain of evidence) v "standard". Dangers in letting a client do self-collection. Why you might want to bring a supplier to first meeting with the client. Why Client's IT department should also be there. Client's responsibility to preserve data, not the US "Legal Hold", but still need to explore with IT department about things like in-box limits, back-up tape use / over-writing, disaster recovery infrastructure (might be easier to collect data from mirror site)</p> <p>Concept of data custodians, what do you do about people who have left. Concept of a Data Map, trying to identify the "silos" of information, in an easy to use form. NOT a detailed plan of the IT infrastructure. Non-standard data (social media, BYOD devices, databases, mobile phones). All the data protection issues that come with Overseas collections.</p> <p style="text-align: right;">Supporting material : Slides   Appendix 5 : EDRM collection checklist &amp; collection spreadsheet</p>
<p>15 - 30</p>	<p><i>Processing.</i> Explain with reference to screenshots of different software, how you can reduce the data volumes by using filters of custodians and dates.</p> <p>What is the NIST list and how does it get used. De-duplication, the theory and issues that surround it. Possible use of clustering and other concept based techniques. First mention of keywords and what you might do with them. How some software / suppliers can start giving initial pricing estimates</p> <p style="text-align: right;">Supporting material : Slides (including screenshots of different s/w)</p>
<p>30 - 45</p>	<p><i>Review.</i> Basics of coding. Practical issues in running teams. Search functionality / keywords</p> <p>Show a review screen and explain the common layout of a "view" of the ESI in one window, with coding fields in another. What do we mean by a tiff/PDF/a "view" v Native mode. Issues with Word &amp; Track changes, PowerPoint and speaker notes, Excel and formula, hidden cells/rows/columns, comments</p> <p>Meta-data fields, coding categories, database fields. Searching, keywords, Boolean logic, saving and re-using searches. "Smart" folders, static searches. Redaction practicalities. Running a team, creating review batches, principles of QC checking and optional layer of QA review. Logic rules on coding and batch checking, all in support of production line issues for larger projects..</p> <p style="text-align: right;">Supporting material : Slides (including screenshots of different s/w).</p>
<p>45 - 60</p>	<p><i>Analysis.</i> Interwoven with Review. Clustering. Email threading.</p> <p>More powerful tools, very brief mention of CAR functionality (more in session 3). Clustering and concept groups. Email threading / email timelines / interaction "maps" of mailboxes and volumes flowing between them. Digital audio search.</p> <p style="text-align: right;">Supporting material : Slides (including screenshots of different s/w)</p>
<p>60 - 75</p>	<p><i>Float / Summary.</i> Review of what we have covered. Any questions. [Quick quiz on 5 key points]</p> <p style="text-align: right;">Supporting material : Slides.</p>

## Session 3 : Hot Topics (45 Minutes)

00 - 15	<p><i>Computer Assisted Review.</i> Explain the CARRM model and stages. Explain how, with the correct methodology courts are only interested in the results, not how the software arrives at its conclusion. Take people through the version 1.0 approach to CAR, and detail the time and effort it takes, but also saves. Refer to practical examples of projects using CAR and the issues they might encounter. Touch back to Goodale ruling where Senior Master Whitaker endorses the use of the approach.</p> <p>Pick up on version 2.0 of the traditional approach and then describe the opposing "camp" in terms of the cicayda (and others) approach in using the data mining techniques developed by the US after the 9/11 attack. Explain they need to be aware of the options, more detail will come when they need it.</p> <p style="text-align: right;">Supporting material : Slides   Appendix 6 : Copy of CARRM model.</p>
15 - 20	<p><i>Specific tools for collecting other types of data.</i> Touch upon ever widening places to store information. The goldmine that is a Mobile phone. Software for sucking data out of Facebook, LinkedIn, Twitter. Software for use inside the firewall for capturing internal websites in a reviewable form.</p> <p style="text-align: right;">Supporting material : Slides.</p>
20 - 30	<p><i>Pricing Models.</i> The pressure the per gigabyte model is under. What supplier margins are, what they support, and why they need to exist. Move towards "fixed project price" or alternatives to the /GB offering. How you can avail yourself of this by involving suppliers as soon as possible.</p> <p style="text-align: right;">Supporting material : Slides.</p>
30 - 40	<p><i>Courtroom Presentation Software.</i> Concept of PDF bundles and the software that exists to create such a thing. Actual courtroom bundle software from Opus 2 and Magnum, plus the Merrill enquiry software. Brief overview of the efficiencies that such software brings, also the issues of transferring material into them.</p> <p style="text-align: right;">Supporting material : Slides.</p>
40 - 45	<p><i>Session Summary.</i> Review of what we have covered. Any questions.</p> <p style="text-align: right;">Supporting material : Slides.</p>