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Sent: Tuesday, April 07, 2009 4:52 PM
To: kovitch@lmtsupport.com
Subject: News from Litigation Management Technologies

Volume II, No. 2
April, 2009

Litigation Management Technologies "For the Record"




Greetings!

In this issue of "For the Record" we'll talk about the old argument of BegDoc# vs. Docid. Another featured article addresses something that is on everyone's mind, layoffs! We'll provide you with ten ways to advance your skills. CT Summation is paving the way for our success as well by partnering with PinPoint Labs and Wave Software - you'll want to see this.

We want to meet your needs. If there is a topic you would like to see featured, please send in your topic request to info@lmtsupport.com

If you find this helpful, please forward it to a colleague. Enjoy!

 Forward to a Friend

BegDoc# vs. Docid



[BegDoc# vs. Docid](#)

[Layoff Survival](#)

[CT Summation Partnerships](#)

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Summ it Up, 2nd Edition

"I like BegDoc#" . . . "Well, I like Docid". Have you ever had this discussion in your office? For end users that have been using Summation for many years, they are accustomed to the Standard form which is one of the databases Summation provides by default. The

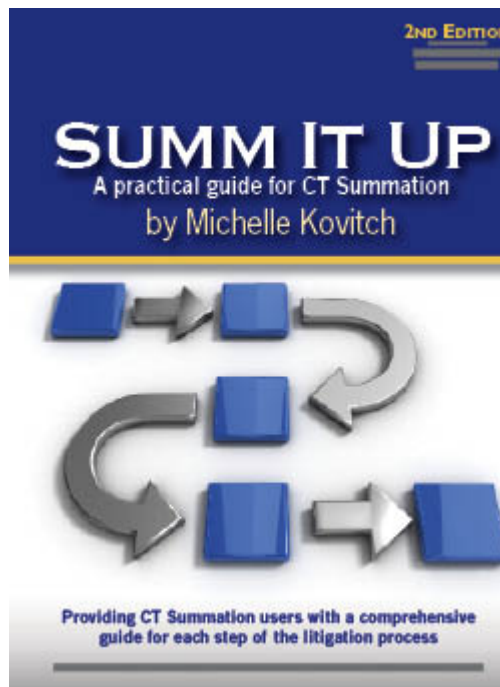
fields BegDoc# and EndDoc# represent a document range. Conversely, the Docid number used in the E-Form represents a tag number which is the first page of every document. In a ten page document starting with ABC000001 - ABC000010, the Docid or tag number would be ABC000001. Likewise, for the next document which consists of two pages, the Docid or tag number would be ABC000011. It can be difficult to move away from seeing the document range but more evident as to the importance of why you should, when working with eDiscovery.

The E-Form can accommodate cases with both paper discovery that has been scanned and electronic discovery. Consider moving over to the e-Form even if the case does not involve electronic discovery since the same familiar working environment is available to you. The E-Form is built off of the E-Table. Think of the Table as the underlying database structure with all of the nuts and bolts and think of the Form as just a template of fields that are revealed in an organized manner from that Table. There are two additional Forms built off of the E-Table referred to as the "E-Stdform" and the "E-Review Form". Because these Forms were built from the same Table, the data is shared between them, but each Form has different groups of fields to view which are organized in different manners. The E-Stdform has that same familiar feel but the underlying E-Table.

If your case involves eDiscovery, think about this. . . Have you ever printed an email at your computer and it printed as two pages but then printed it another desktop and it printed as three or some similar configuration? This is a result of the print settings on the printer. Therefore, it is impossible to assign a range of numbers to an electronic document because when printed, the page length can vary from one desktop to another. It is common to review the documents in this format until it is decided which documents are responsive. Until the document is "petrified" or converted to an image file, it must have just one identifier.

Service bureaus and software programs that are used in-house typically provide the EndDoc# value in a load file however; the EndDoc# field is not available by default in CT Summation's E-Form. If the old Standard Form is preferable, try working from the "E-Stdfrm". It looks and feels the same, but really has all of the fields to accommodate electronic discovery because of the common Table. Should the case move in that direction, it won't be necessary to toggle between two different database tables. If you still like to see BegDoc# then change the name of the field/column Docid in the E-Form to BegDoc#. Once the documents have been converted to images, it is easy to add the EndDoc# field as well and then auto-fill the field with the ending value. For more information related to these options, refer to Summ it Up, a Practical Guide to CT Summation.

All clients purchasing CT Summation software or upgrades through Litigation Management Technologies receive one copy of *Summ it Up*, 2nd Edition per license.



Your book is great. It is helping me gain a deeper working knowledge of Summation and the Litigation support process. I am buying more copies to keep in our computer library for paralegals and associates.

Thanks again, Jim
Rawle & Henderson, LLP
Philadelphia, PA

[Order Summ it Up](#)

For Volume Discounts call 800/579-7248

CT Summation Announces Strategic Partnerships

It has been two years since the Federal Rules of Civil Procedure changed and we are becoming more and more comfortable with collecting and producing ESI. With this experience comes the ability to identify our needs instead of relying on a service bureau to tell us what our needs are. More than likely throughout this transition, you have engaged the services of a forensic collection expert. But now your needs are changing and likewise you want to explore other options for collecting electronic discovery.

In keeping a step ahead, CT Summation has



Layoff Survival "10 Ways to Advance your Skills"

We've all seen it, in one form another whether it was you, a colleague, or a friend in the field, layoffs are all around us. Meanwhile, there is a huge push by every litigation support tool on the market to educate from the ground up. In other words, it won't be necessary after too much longer for you to instruct a paralegal or associate straight out of school about how to use Summation because they will already know it. In fact, they may know it better than you.

In today's economy it is important for you to take a look at your skills. If you are still employed, do you need to advance your skills? If you're one of the unfortunate and are unemployed, how will you compare to the one behind you jockeying for the same position?

Here's ten inexpensive ways to keep your CT Summation skills sharp and set you apart from the rest while benefiting the client in the long run:

10. Local Groups such as Women in eDiscovery and the Association of Litigation Support Professionals. These are great resources for networking, sharing tips, solving problems and advancing your skills. There are local chapters across the country.

9. CT Summation has several step-by-step tutorials available at: [Tutorials](#)

8. There are several free eSeminars held on a monthly basis in which registration can be completed through Summation's web page. In fact, there are several that I have conducted on CT Summation's web page and available for you to watch at your convenience. Click here: [eSeminars](#)

7. This newsletter provides tips, tricks and traps every other month on the best ways to use Summation and other related topics. Have you shared this with your colleagues? Consider archiving the section on Frequently Asked Questions.

6. If you have read *Summ it Up*, use these suggestions as a baseline for addressing management in your office. Explain that you want to establish some guidelines and

partnered with Pinpoint Labs offering **SafeCopy 2**. SafeCopy 2 collects electronic discovery from any PC or network, the methods are defensible, and most importantly it is easy to use. Yes! I said, "easy to use." You simply take a USB drive and plug it into any PC running Microsoft Windows and copy the data without altering time stamps or metadata. The founders of PinPoint Labs are certified computer examiners with a strong background in litigation support and software development.

Here's another need . . . have you ever seen so many emails? Sometimes cases are coming through the door with so much ESI that it becomes cost prohibitive to even take the case.

CT Summation's new partnership with **Wave Software** yet again provides a solution to a new need. While the original data stays in tact, Wave de-duplicates volumes of emails and filters down by a variety of criteria at about 10 minutes per Gigabyte. Wave can also generate a load file for Summation and other platforms. Once you have reviewed the emails, if you're required to produce a PST file, no problem as Wave also regenerates PST files in accordance with what your team has tagged responsive. Again the software is very easy to use and training can be accomplished over the web in an hour.

To give you a little taste, Wave Software offers a free utility, Snapshot. This is an easy and free way to "take a peek" and see:

- How many messages
- How many attachments
- NSF and PST sizes
- Top list of the "To's"
- Top list of the "Froms"
- Top list of the "CC's"
- Top list of the "BCC's" and
- List of file extensions

Wave also offers free eSeminar Universities. I just participated in an eSeminar on collecting discovery from a BlackBerry which was very informative.

If you think these tools can meet your needs, please contact us to schedule a demonstration: kovitch@lmtsupport.com.



procedures for your office in order to save time and money for you and the client. Certainly in these times, management will applaud your efforts. How can they say, "No"?

5. If they do say "No", have your ammunition ready. Take a look in your office and identify who is not managing their cases efficiently? Who is still printing everything? How long does it take to find a document over and over again? Do a little homework and create something to demonstrate the return on investment or a cost comparison. That's what you have with CT Summation, an investment!

4. User Groups are not in every state but I would ask your CT Summation representative if they are familiar with one that exists in your area. In Atlanta, I host a User Group about every other month. Prior to the meeting, I encourage the users to submit questions or make suggestions about what they'd like to discuss. We keep it limited to about an hour and a half since we all need to get back to work but, we find it valuable. If you don't have one in your area, talk to one of your preferred vendors about starting one up.

3. There are many Yahoo Groups available to you and many which are specific to Summation. It amazes me how many very qualified trainers sit 'perched' out there ready and willing to listen to your need and then provide a solution. Go to www.yahoo.com and look along the left hand side for "groups". Then search for Summation.

2. CT Summation's seminar series coming to a city near you. **Privileged & Confidential: The Private Parts of eDiscovery.** In an age of constant connectivity - juggling mountains of personal and work email; mobile access to countless applications; rampant blogging and online networking - is there any such thing as workplace privacy? Does our pervasive use of technology for all things personal and professional lull employees into a false sense of ownership over electronic communications?

This presentation addresses the current state of privacy law as it pertains to data viewed or created at work. Explore the fundamentals of protected workplace privacy, weighing factors like data type, an office's location and the influence of privilege. Learn what to consider when monitoring, collecting and producing electronically stored information in the work environment - and what both the employer and employee can do to balance and protect personal and corporate interests. [Click Here](#)

1. If your office hasn't provided you with hands on training, you need a refresher course, or maybe you're ready to go to the next level, sign up for one of our inexpensive courses which includes materials you'll be able to reference at any time. [Courses](#)

Extra Point: *Summ it Up!* Did you know that CT Summation recently incorporated *Summ it Up*, A Practical Guide to CT Summation into the CT Summation Certified Training program as part of the course

Do links survive the CopyCase process?

Yes

Can I perform the exhibit linking within Summation?

Yes

Can I perform linking after I receive the transcript?

Yes

Can I link from an image to a transcript?

Yes

Can you search to find a target for a link?

Yes

Can you link from one source to multiple targets?

Yes, just break up the text (source)

Do link targets automatically link back to the link source?

No, good idea to go ahead and link "back" while you are linking to the target.

Can you generate a report of transcript links?

No

Can you link from one paragraph in an image file to multiple transcripts?

Yes, but you should break up the text since you cannot have a link on top of another link.

Can you redact part of an eDoc?

No, only images can be redacted

Do electronic stamps and labels print over underlying text?

Yes they can unless you choose to shrink the image to allow the stamp

Can you choose different text to stamp on top of a redaction other than "redacted"?

Yes

Can you search for redactions?

Not yet.

Training Resources & Events

- [CT Summation Basic Training](#)
- [Advanced Training](#)
- [Working with eDiscovery](#)
- [Webinars](#)
- [WiE Tampa Meeting 4/29](#)

curriculum? Maybe you and your firm don't have the budget to send you through the program but at least you can obtain the materials. [Order Here](#)

- [NEFPA's 2009 CLE Seminar on Law Office Technology 4/30](#)

[For customized on-site training contact kovitch@lmtsupport.com](#) or 678/467-6624.

Thank you for providing me the opportunity to be your CT Summation "everything" - iBlaze, WebBlaze & Enterprise Reseller, Trainer and Consultant. Your feedback is welcome.

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Michelle Kovitch
Litigation Management Technologies

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