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Litigation Management Technologies "For the Record"



Greetings!

Have you enjoyed your summer? It won't be long now before the kids will be back to school, football games will ramp up and the leaves will be falling and yet litigation still continues!

In this volume, we're going to talk about the variety of load files you might come across. We'll give you a great tip related to searching transcripts, some free resources and our usual Frequently Asked Questions for your archives.

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!



What is That?

I just couldn't help it when I found this image. My German Shepherd gives me this look all of the time but it's exactly how I feel when I'm handed a CD from a client that didn't request the production in a certain file format.

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[*Summ it Up, 2nd Edition*](#)

Do you remember when we received a production from opposing counsel and the challenge was, "where are we going to store all of these boxes?" With today's technology being incorporated into the law firm, that problem has somewhat diminished but brings with it another challenge, what is that? When the attorney hands you a CD, DVD or a hard drive and you spend an hour or two trying to identify what they gave you, that's a problem. Let's discuss some of the things you might find on a CD and what they provide you.

In the past, I have had several paralegals, vendors and attorneys receive a CD with single page .tiff files and go through the painful and tedious job of identifying where one document begins and ends. So let me ask you this, would you ever allow opposing counsel to show up at your office with a box of unstapled documents and throw them up in the air in response to your production? In essence, that what you're allowing by using your time to identify how the documents were maintained in the ordinary course of business. Unless opposing counsel was really trying to be dirty, chances are there is a load file on the CD somewhere! Understand that when you're using a database to review documents, they are scanned in at a single page level. This provides the application to be able to open the document faster and regroup them if necessary. It is the load file that instructs the database whether a document is one page or five pages and they are fed in accordingly.

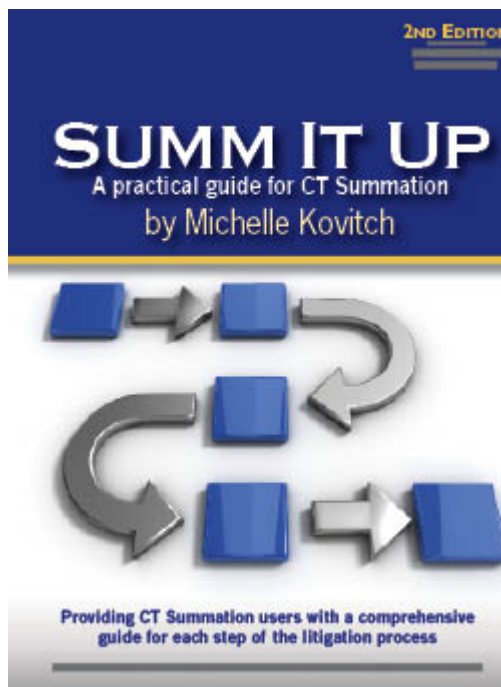
In any case, different offices use different applications so depending on whether the load file is coming from a vendor or opposing counsel will dictate the various types of files you might encounter. Educating the attorneys about how to request the files within the Request for Production based on your needs and protocols is preferable if possible.

The one thing I need you to remember is that if you receive anything electronically (not in paper form), please don't ever print and start from scratch. There will be some way to save money without reinventing the wheel and printing in order to use what you have.

Let's talk about the different files and what they offer:

Dii Loading: The Dii file (document image information) is the load file which is a proprietary Summation file and is used to batch load images, OCR, and objective coding into the database. The Dii file instructs Summation on the unitization of the documents in the database so that the team reviews the discovery as it would otherwise appear in a file cabinet with appropriate page breaks. You can use a dii file to load images without OCR or objective coding.

Control List: The method for loading text documents into the ocrBase and is intended for scenarios where you are batch loading a large number of OCR documents, but not the images associated with those documents. A control list is an ASCII text file that contains the data necessary to link OCR documents to database records. If you've loaded your documents and the OCR did not load you should either determine if there is something wrong



"I just had to drop you a line to let you know how much I value your book. It is clear, concise and tells you exactly what you want to know. Your CD of Checklists and Cheat Sheets are a great help to guide one through the more complicated aspects of Summation.

Being the "go to" person in our firm for Summation, the book has given me much needed guidance on how to approach firm protocol and standardization in our firm.

I have taken a number of your webinars through CT Summation and finding them very helpful, I knew your book would be a great asset.

Once again, thanks for being there for us paralegals. You have helped us better our profession."

Lee

Torkin/Manes
Toronto, ON

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Transcript Fun Fact

with the .dii file or look for the control list, ".lst".

LFP file: the .lfp file indicates the documents were prepared using IPro's software. Many of the service bureaus use this application. The benefit is that IPro has a free utility that will convert the .lfp file to a variety of formats in particular, a .dii file. Visit IPro's web page for the free download.

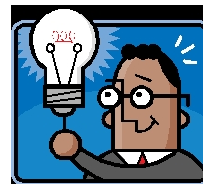
eDii: The eDii file (electronic document image information) is the load file which is a proprietary Summation file and is used to batch load images and data extracted from native files. The eDii file instructs Summation on the unitization of the documents in the database so that the team reviews the discovery as it would otherwise appear in a file cabinet with appropriate page breaks in addition to loading data into fields such as TO, FROM, E-MAIL DATE, SUBJECT, BODY, etc. I believe you get the most 'bang for your buck' with this files since it does it all.

CSV File: A CSV file is commonly described as a 'Comma Delimited File' or a 'Character Separated File'. The second description is more accurate since any character including the comma, can be used to delineate each piece of data. CSV files are used to import data into the Summation database from another database, spreadsheet or electronic discovery. You would use this file in lieu of the .edii file but would also need a .dii file to get the images into the database. It is also important to identify the fields of data that are being delivered so you can match it to a field in Summation, create one, or use another field that performs similarly.

TXT File: A text file is one which holds just text with no document formatting information. They are the most basic type of file and so can be opened with any text editor or word processor. TXT files are used to import data into the Summation database from another database, spreadsheet or electronic discovery.

EDRM XML: The Electronic Discovery Reference Model (EDRM) Project was created to address the lack of standards and guidelines in the electronic discovery market. The goal of the EDRM XML project is to provide a standard, generally accepted XML schema to facilitate the movement of electronically stored information (ESI) from one step of the electronic discovery process to the next, from one software program to the next, and from one organization to the next. The ESI includes both underlying discovery materials (e.g., email messages and attachments, loose files, and databases) and information about those materials (e.g., the source of the underlying ESI, processing of that ESI, and production of that ESI). Summation's Enterprise system is EDRM compliant.

SBF: A file format propriety to Summation and is used to bundle documents and/or transcripts which can be imported or exported electronically. SBF files delivered from a court reporter are a bundle of both the transcript and deposition exhibits and even the video if applicable. However, an .sbf file delivered from opposing counsel would be a bundle of documents that can be dropped



I've been using and teaching Summation for quite some time now and it amazes me that even now, I still learn things about this program that are nifty tips that I'd like to share with you. Recently, I had a paralegal complaining about how many times a hit is displayed in a query search. Her job was to take the report, copy it over to Word and then remove the duplicate hits before handing off to her attorney.

By default, Summation returns at least two lines above and below your search term in a query report. If the value you are searching for appears three times within those five lines, you would see that in your report three different times. The display radius and the "AND" proximity can be changed as part of your profile by right clicking in the search phrase box and then clicking on search settings. This is part of your profile and does not affect other users. But here's the fun new tip, navigate to Options>Defaults>Transcripts & Full Text. Within the Transcript Search Settings, you'll see a new setting: include radius in search. Clear this option if you do not want to include each hit in a set of lines as separate results in the Search Results report.



If I upload a pdf file of opposing side's pleading into pleadings folder, is there a way to OCR it?

Not from the pleadings folder. But it if is added as a summary in the core database, right click in the image viewer and choose OCR current document.

Is it better to create a master database from scratch or can you create it from an existing case?

You can create it from an existing case. If you clone the structure, it does not bring the summaries over only the form and the lookup tables.

right into your Case Explorer tree and subsequently merged into your Core Database.

Browser Briefcase: This is a file format proprietary to Summation and is the result of briefcasing a group of documents and providing them to a party that does not own Summation. Summation installs a viewer in the browser briefcase which can be accessed with an Internet Explorer "browser". If you receive a Browser Briefcase from opposing counsel, go back to them and ask them to export it as an .sbf file since you have Summation and this will allow you to drop their documents right into your case.

PST file: Is the acronym for personal storage folder in Microsoft Outlook. Upon exporting a personal file folder from Outlook, a .pst file is created. If you receive a PST file, I would recommend creating a dummy case and then use the E-Discovery console to load the .pst file to sneak a peek and identify search terms and dates ranges before having the data processed.

Hope you found this helpful!

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- [Pre-Recorded - Transcripts Part I](#)
- [Pre-Recorded - Transcripts Part II](#)
- [Pre-Recorded - Case Organizer](#)

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

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

Sincerely,

Michelle Kovitch
Litigation Management Technologies

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How can I classify sectors of transcripts and/or documents to defined issues?

You can do this by creating a transcript note and tagging it to an issue or you can assign a color when using transcript highlights to an issue.

How do you build/save the look up tables to save in a master database?

When building the lookup tables other than issues and names, it is necessary to have one saved summary. Try creating a 'dummy' summary so you can build your tables.

Are saved searches available for everyone to see?

How can I everyone see my saved searches?

In order to have them published for everyone, it is necessary to create a searches folder on the top of the Case Explorer Tree, and then drag the searches from the Case Tools section up to the new folder.

Do you use Summation for every case? Are there certain size cases that are better to load into summation?

That's up to you. Even a case with a single transcript and a couple of exhibits provides efficiency in capturing your thoughts during the review. There are of course some instances when you expect the case to go away in the near future where so much work on the front end may not prove to be beneficial.

Is there a way to verify document numbers while using the E-table as you can when using the Stdtable?

Yes, go to the Summary drop down menu>Tools>Verify Document numbers.

How do you share hot doc notations with others on the team?

Summation populates the #HotFact field with your user name. Other users will not see the summary marked in red but can either look at the field or search the #hotfact field for your name. A simple search like: #hotfact exists will retrieve all summaries with a value in the field.

Can you create a briefcase in LG Gold?

No but you can easily upgrade.

How would you copy existing look up tables into a new case?

Right click on the Core Database in the Case Explorer tree>Core Database Utilities>Merge Lookup Tables.