

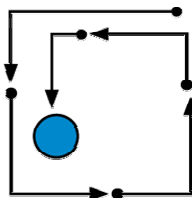
Michelle Kovitch

From: Michelle Kovitch [michelle@litigationmanagementtechnology.ccsend.com] on behalf of Michelle Kovitch [kovitch@lmtsupport.com]

Sent: Thursday, March 18, 2010 2:30 PM

To: kovitch@lmtsupport.com

Subject: News from Litigation Management Technologies



LITIGATION MANAGEMENT TECHNOLOGIES

For the Record

Volume III, No. 1
March, 2010

Greetings!

I have so much to share with you! The 3rd Edition of Summ it Up is now available but with this edition, I have put together a DVD Training Series to complement the book. There are over 90 tutorials and five different templates to create courses within your office for every role in the firm. I have also updated my webpage with a Tools section that provides you with many resources that are free.

Summation has released Version 3.0 and I'll introduce you to the new production tools in this issue. Congratulations to Summation for being honored with six different "Gold" Litigation Technology Awards for 2009. They've also launched a CT Summation Professional User Certification, see the details below.

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



Production Tools

DVD Training Series

Top 5 Ways to Save Money Working with eDiscovery

Summ it Up, 3rd Edition

CT Summation iBlaze Professional User Credential

FAQ's

iBlaze Verison 3.0 Production Tools

**Summ it Up, 3rd
Edition**

Now Available!

If you are familiar with the iBlaze production tools in any version prior to 3.0 you'll notice that they have been enhanced significantly. I think of the new process something like this: Most of your options are going to be from the Summary drop down menu unless you are just reviewing and tagging one document at a time for responsiveness. You'll

want to open a production set and think of it as a "draft". Even when we create the written response to a Request for Production we continue to mark the document as "draft" until the final version is complete. I would apply the same thought process when creating a production set in Summation.

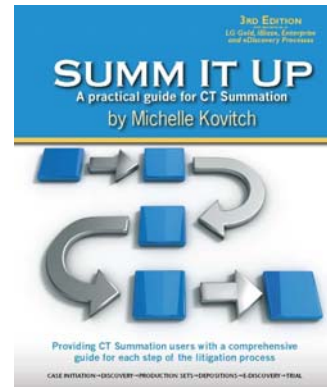
You'll be able to add and remove documents in and out of the production set until your production is complete. While Summation tags the documents for production the system isn't really numbering them yet as much as it is just indicating that you eventually want to produce the documents with that particular response.

Some of the nice features include:

- The system recognizes if a document has already been tagged for production and will not duplicate adding it to the response;
- You're alarmed if you are tagging a document for the production set and have not included the attachment;
- If you choose not to include a family member of a document in a production set, upon completing the response, Summation will alarm you one more time but allow you to continue without the attachments;
- You can update a production set that was completed with additional documents;
- You can delete a production set.

If you're accustomed to being locked in to a production set and recognize that some of the new features can be dangerous, (i.e., deleting a production set) you'll want to become acquainted with the permissions in the Admin Console. Other than that, I think you'll be pleased. The new DVD Training Series has its own pre-recorded tutorial related to production tools.

Introducing **CT Summation iBlaze DVD Training Series**



The 3rd Edition of *Summ it Up* is spiral bound and provides an additional 40 pages of text, cheat sheets and checklists.

\$99.00 plus shipping and handling.

[Buy Now](#)

CT Summation iBlaze Professional User "Credential"

Summation has launched a new program for the iBlaze Professional User, ("IPU") which provides an official credential reflecting iBlaze user expertise for experienced iBlaze users, whether attorneys, paralegals or other legal professionals.

The course is scheduled to be held in Atlanta on April 22-23 and you'll be provided with a copy of Summ it Up as part of your registration fee.

[Register Now](#)



FAQ's

**In a realtime
transcript, can you**



Introducing the new DVD Training Series with over 90 recorded tutorials. The Training Series is current with iBlaze 3.0 and complements the book, *Summ it Up*. You'll also benefit from five different templates to form your own course within your office and have them available to watch over and over again. As I narrate the tutorial, I'll explain "when to" and "how to" use each tool in a practical sense providing you with best practices and how to avoid any traps. The training series is bundled with a copy of *Summ it Up*, the 3rd Edition. \$599.00 plus shipping and handling. **(See coupon below).**

[Buy Now](#)

**FREE
DVD
Offer!**

Introductory Offer - Use our services to process 20GB of uncompressed eDiscovery and receive a free copy of the LMT CT Summation iBlaze Training Series together with a copy of *Summ it Up*.

Offer Expires: 05/31/2010



Top 5 Ways to Save Money Working with eDiscovery

Processing the e-Discovery simply means gathering the pieces of metadata provided in the native file and converting it into a deliverable format that can be loaded into your

go back and issue-code prior lines of testimony? Yes

Can you print notes separately from transcript cites? Yes

Can you add issues when making a note? Yes

Can you add issues to notes after a realtime deposition has concluded? Yes

Can you make a text note on an image?

No but you can make a note on the OCR associated with the image (OCR Base Notes)

Can you assign multiple note types to one note (e.g., rebuttal and follow up questions)? No

What is OCR?

Optical character recognition - extracted text during the scanning process

Can you convert from OCR to TIFF? No

When one performs iBlaze's OCR-on-the-fly function, is the OCR'ed doc automatically blazed?

Yes, however the OCR maintenance should be performed regularly (Backup, check, blaze)

Can we just put all of our mail,

database in order to review the documents. Processing the data demands your attention to a variety of matters. If you have a copy of *Summ it Up* or the DVD Training Series they are discussed in great detail. Meanwhile, the item that you'll likely be thinking about the most is the cost.

It is common for counsel to send a litigation hold letter to everybody because it seems safe but casts a very wide net. Be smarter about targeting a smaller group and talking with your clients to get information to build a solid custodian list.

Even after targeting these key custodians since the bulk of the expense still rests within the review time, there are several methods of culling the data. Explain to your clients that while this is a hard expense it is a smarter approach and will allow your team to sift the data.

5. No matter what you conclude, *please don't start printing*. The discovery in its present file format already provides you with an advantage of culling through the data, searching for relevant terms and organizing it in a manner that will streamline the review.

4. Discuss things like whether or not there is a specific period of time to focus on. For instance, the in-box of a particular witness could have e-mails that date back to 1998. By identifying crucial dates, it is possible to segregate the data.

3. The exercise of identifying key words or asking for conceptual searching during processing can save money and cull the data. In order for the data to be searched for key words, you'll be charged for the indexing of the data but may prove to save time with review in the bigger picture.

2. The e-Discovery applications designed to process the data can eliminate duplicate e-mails found in different in-boxes to deliver a smaller data set. Understand the results of de-duplication across one custodian as compared to all custodians and whether or not that is a cost saving option for you?

1. Communication, communication, communication! I follow the Electronic Discovery Reference Model when I'm teaching my clients about the phases of a case with eDiscovery. Remember that at the very moment you are identifying what data exists, you should already be looking down the pipe considering how the documents will eventually be produced. Each decision associated with identification, preservation, collection, processing and production will have some kind of effect on your case. Have a clear understanding of what that is and if it fits with the needs of your case.

We have a variety of educational seminars that are substantive and provide tools that can be easily implemented into your practice. It make do difference where you are

pleadings, etc., into Summation?

Summation is often mistaken as a Document Management System when in fact it is an application designed to review, build and analyze a case. It is possible to store all correspondence, mail and pleadings in Summation but this could be duplicative of your present storage system. If you include those type of documents be sure to identify a unique alpha prefix so they are not confused with discovery.

Can you have the Pleadings folder point to multiple folders on the network?

Yes

What is better, Summation or Case Map?

Summation and Case Map are not competitive programs. While Summation and Case Map have some tools that overlap in similarity, one is designed to review, analyze and build a case and the other is designed to map out a case and create a timeline.

Why should we buy Summation instead of Concordance?

Summation and Concordance are similar however Summation is a fully integrated system which allows the

located, I would love the opportunity to work with you and your team through education or by working with you to process the data. Our resources and materials are also available to you in a written format, checklists, cheat sheets and recorded tutorials to present to your team at your convenience.

[Educational Seminars & Courses](#)

[Books, Training DVD's, and Cheat Sheets](#)

Thank you for the opportunity to work with you. I hope you're building knowledge from the newsletter. If I can address any specific topic for you in the future, please let me know.

It has been a rough winter, hang in there because Spring is right around the corner!

Warm regards,

Michelle Kovitch
President, Litigation Management Technologies

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