

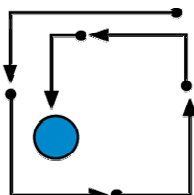
Michelle Kovitch

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

Sent: Tuesday, August 03, 2010 11:00 AM

To: kovitch@lmtsupport.com

Subject: News from Litigation Management Technologies



LITIGATION MANAGEMENT TECHNOLOGIES

For the Record

Volume III, No. 3
August, 2010

Greetings!

I hope you have had a wonderful summer, it is amazing how quickly they come and go. Are you ready for football? We are suited up in the south!

This month we're going to hear more about the AccessData/Summation merger, give you some tips on billing time and continue to challenge you to use the resources that are out there to stay on top of the trends together with the return of our Frequently Asked Questions series and new events to watch for as well.

Beginning this month, I'll begin a tour of the southeast, please visit the events page and see if you can join me for one of our seminars. If you need something a little more customized, we can arrange for an office visit as well. Please connect with us on Facebook or LinkedIn.

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

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ILTA

AccessData - CT Summation Merger

DVD Training Series - Special Offer

Billing Time for Litigation Support

Summ it Up, 3rd Edition - Special Offer

FAQ's

Events

Our Services



ILTA

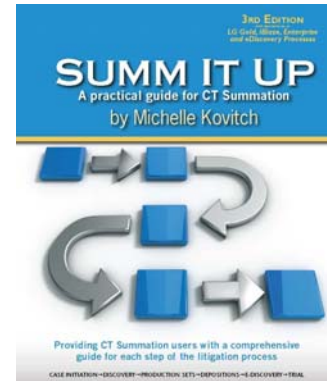
Are you going to the ILTA Conference in Las Vegas this month? If so, please send me an email with your contact information so we can connect! Are you wondering what ILTA is? The International Legal Technology Association Conference will be held in Las Vegas beginning August 23rd for the entire week. The conference is packed with 160 educational sessions and a vendor exhibit hall. This year they'll be focusing on IT/Legal alignment. Their mission is to maximize the value of technology in support of the legal profession. I always leave this conference motivated.

If you're not already familiar with the organization, try to take a few minutes and browse their web page, it will be worth your time. There are many ways you can benefit from their efforts even without going to the conference. Again, if you're going to be there, please let me know by simply responding to this newsletter. www.iltanet.org

AccessData and CT Summation Merger

Curious about what this merger means? I promised to send you information as I received it. Just this week AccessData Group sent out a newsletter to their CT Summation customers welcoming you to their family. Even though you may be a regular Summation user, if you were not personally a part of CT Summation's client database you may not have received the newsletter (now AD Summation). Here are a

Summ it Up, 3rd Edition



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

\$99.00 plus shipping and handling.

Back to School Special! Purchases made between now and August 13, 2010 receive one hour of phone support for Summation or general Litigation Support (a \$150.00 value)

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FAQ's

Question: Are there any font options to make notes distinct from copied transcript text?

Answer: All caps is the method that is used to distinguish typed comments from actual testimony.

Question: Can we load a transcript in .prn format?

Answer: If this is a text format, you

few excerpts:

"AccessData eDiscovery is an in-house eDiscovery software solution . . . both inside counsel and outside counsel are able to collaborate in a real-time within AD eDiscovery's web interface to further cull the data for final review"

"Over the next year, AccessData Group will integrate AccessData eDiscovery with Summation technology to create a single, modular solution. This single eDiscovery solution will literally walk users through each phase of the eDiscovery lifecycle from litigation hold to trial. However, the individual modules will also be available separately. . ."

". . . will bridge the gaps that currently exist between IT and corporate counsel and those between corporate counsel and outside counsel."

In the last couple of weeks, I have personally had the pleasure of working with various members of the our new family and I have been comforted by their enthusiasm and the vision for all of us. You can learn more about the company, products and road map as we visit cities throughout the southeast over the next few months. See the events page in this newsletter or our web page.

See a complete copy of the July, 2010

[Welcome Letter](#)

AD Summation iBlaze DVD Training Series - 16 Hours!

'should' be able to load it.

Question: When should you use digest or notes. What are the benefits of each?

Answer: Digests are just the transcript text. Notes can contain issues and other relevant information providing options for various filtered reports.

Question: Can we show to jury video deposition via AD Summation?

Answer: You can use AD Summation to display deposition videos. However, AD Summation is not really trial-presentation software and does not contain the bells and whistles found in Trial Director, for example.

Question: Which version of Summation do you need to import the transcripts with hyperlinked exhibits via sbf file?

Answer: Any of the Blaze family of products (Blaze LG, LG Gold or iBlaze) Version 2.5 or later.

Question: Can an AD Summation transcript be sent to another person who does not have summation?

Answer: Transcripts and notes can be exported in a TRN file for use only by another AD Summation user. Otherwise, all you can send is the text version of the transcript, without notes.

Question: Why can't I type anything in TO, FROM on my form?

Answer: These are designed to be 'read only' fields for capturing metadata from electronica discovery. For manual data entry, use the Author, Recipient fields.

Question: Is there an easy way to toggle between Column View and Image View using the keyboard?

Answer: Try setting your layout to All Tab and then use the keys



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Did you forget what to do a couple of months after Summation Training?

- Watch it over and over again!
- 16 Hours of Training
- Over 90 tutorials
- Class Templates for Every Role in the Firm
- Watch it over and over again
- Check lists
- Cheat sheets
- A copy of *Summ it Up*
- Take your skills to the next level
- Make the commitment

Here's what they're saying . . .

"As you know, I recently received your DVD of Summation Tutorials, and I must say it's turned out to be even better than I had anticipated. Since it runs within a browser, it's a cinch to navigate, picking from the exhaustive menu of lessons. Your presentations are clear, concise, and easy to follow, and Summation users of all skill levels will benefit from the virtual smorgasbord of Summation topics. In only a few tutorials, I've learned numerous new tips, reinforced best practices, and your excellent instruction has clarified some "uncertainties" I previously had. I especially appreciate that the video

Ctrl+Tab to navigate back and forth during your review and data entry.

Events

A Re-Introduction to iBlaze, Raleigh, NC - 8/17

AD Summation iBlaze Best Kept Secrets/Realtime, Webinar - 8/19

The Shifting Role of a Paralegal, Webinar - 9/2

A Re-Introduction to iBlaze, Atlanta, GA - 9/14

A Re-Introduction to iBlaze, Charlotte, NC -9/16

A Re-Introduction to iBlaze, Nashville, NC - 9/30

A Re-Introduction to iBlaze, Jacksonville, FL 10/14

AD Summation iBlaze Best Kept Secrets - Searching Transcripts & Annotations, Webinar - 10/21

The Shifting Role of a Paralegal, Charlotte - 10/26

The Shifting Role of a Paralegal, Triad Area - 10/27

The Shifting Role of a Paralegal, Raleigh - 10/28

AD Summation iBlaze Best Kept Secrets - Searching the Core Database, Webinar - 11/18

[Registration](#)

Our Services

To offer the best solutions for each

format allows the user to, in essence, say "Whoa, Michelle, could you please back up and explain that to me again?" I've already shared the lessons with some of the other users in the firm, and, along with "Summ It Up" your tutorials are a fabulous resource for us. The DVD will save me hours of training and support time, while allowing me to fine-tune my own Summation expertise. It's great to have a resource that makes my job easier! Thanks for providing an excellent product and outstanding value. "

Regards,

Steve Powers
Litigation Support Coordinator

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Are you Missing the Opportunity to Bill for Litigation Support?

Quite frequently, the members of the firm are puzzled with how to complete a time slip simply because they are now working in a database or incorporating some type of technology into the practice. Once the firm makes the transition and takes their case management to another level, it is difficult to find the appropriate words for billing purposes. Remember that the act of practicing law, preparing for a depositions or responding to discovery still exists; only the tools with which it is accomplished change.

Similar to any aspect of the case, it is important to keep the client informed and aware of expenses, the timeline of the case and any possible outcomes. Often there are standards set by the client that you must comply with or specific language that must be used in order for the time entry to be approved. This adds an additional challenge.

Consider yourself as the client. You would not want to be surprised with new entries or a foreign description on a bill so these new processes must be communicated to the

phase of your case, educating the litigation team along the way and empowering them to make cost efficient and effective decisions on behalf of their clients. Our best work is to make you shine through:

- Commitment to deadlines;
- Unparalleled hand holding project management;
- Clear, concise and comprehensible communications; and
- Prepared for unexpected circumstances throughout the life of a case.

Litigation Management Technologies is recognized as an expert in the field and is grateful for the appreciation and confidence our clients have in us to resulting in solutions.

- Litigation support services are provided on-site or remotely. Remote work is a growing trend as it allows the work to be done in the evenings and on the weekends when the litigation team is less likely to be in the database
- Case Consulting
- Project Management
- eDiscovery collection and processing
- Software Sales
- Web Hosted Solutions
- Early Case Assessment
- Intelligent Case Assessment
- Phone Support
- Educational Seminars
- Training
- Training Materials Books & DVD's
- Software Sales

For questions, please contact us at 678/467-6624.

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client. Moreover, unless you can sell the methods that you're using it will not be received well by the client. Be an advocate of "maximizing the value of technology in support of their case" and be prepared to provide examples of how it will save time and provide efficient processes provide better representation.

Explain to the client that the firm has moved away from the antiquated manner of managing evidence. Simply by using a database, the client should see an absence of repeated entries for review and/or preparation for depositions, arguments, etc. Because of your efforts on the front end, the database will retrieve data and streamline every phase of the case. Most of the time, the clients appreciate having technology involved to manage their case, are more confident in their representation and proud as well. The May/July 2010 issue of Litigation Support Today released their first annual salary survey . Since the tasks associated with litigation support vary from objective coding to project management, vendor selection to technology troubleshooting, the billing rates vary from \$45.00 per hour to \$175.00+. Of those surveyed, 68% were required to bill. If you're not billing for litigation support, you are missing an opportunity to generate revenue for your office.

In understanding the efficiencies implemented by your office, you'll also learn of the areas that need to be modified. In the long run you'll become a champion for your team, be better suited to approach the client for clear communication and enjoy the success.

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.

Enjoy your summer!

Join Our Mailing List!

FREE DVD Offer!

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

Offer Expires: 08/31/2010

Warm regards,

Michelle Kovitch
President, Litigation Management
Technologies

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