



# **Southern California Inland Empire Chapter of ARMA, International, Inc.**

***Discovery Begins With You!***  
**Litigation Readiness and E-Discovery**  
**Mapping Your Network Architecture**  
**The Leading Edge of Document Collection**

**March 31, 2010**

## **COME HEAR IT FROM THE EXPERTS!**

The Southern California Inland Empire Chapter of ARMA International is pleased to host a comprehensive one-day seminar presented by professional experts:

**Tom Howe, Esq. – Legal Technology, Group, Inc. (LTG)**  
**Amy Dove, Chris May, Esq., - IE Discovery, Inc.**

Part 1      Litigation Readiness and E-Discovery  
Part 2      Mapping Your Network Architecture  
Part 3      The Leading Edge of Document Collection

**When:      Wednesday, March 31, 2010**  
**8:00 am to 4:45 pm**

**Where:     Canyon Crest Country Club**  
**975 Country Club Drive, Riverside, California 92506**

**Schedule: 8:00 a.m. – 8:15 am Check In**  
**8:15 a.m. – 4:45 pm Educational Sessions**

**BUFFET BREAKFAST**  
**AND LUNCH SPONSORED BY**

**Investment:    EARLY REGISTRATION**  
**\$75.00 per person (ARMA Member)**  
**\$85.00 per person (NON-ARMA Member)**



**REGULAR REGISTRATION**  
**\$100.00 per person (ARMA Member)**  
**\$110.00 per person (NON-ARMA Member)**

**LAST DAY FOR EARLY REGISTRATION IS MARCH 19**

**Registration received after March 22<sup>nd</sup> through March 30<sup>th</sup> is \$100.00 (ARMA Member) & \$110.00 (NON-ARMA Member) per person. Cancellation deadline March 22<sup>nd</sup>  
**Failure to cancel prior to March 22<sup>ND</sup> obligates payment to SCIEC - ARMA.****

**CMC / MMC = 1 point approved Accreditation per each 6 hours of training**  
**CRM ACCREDITATION PENDING      Certificate of Attendance presented**

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## **IT and Records & Information Management Departments will benefit from session topics**

- How to plan, prepare and assist when litigation happens
- Litigation Response Plan Overview
- Litigation Readiness
- E-Discovery Team
- Identifying the Data Universe
- Electronic Discovery Strategies
- Preservation and Litigation Holds
- Electronic Data Processing
- Meta Data
- Trial Presentation
- Destruction of Data
- How to map your company or agency's network architecture
- What questions to ask the IT staff so that you get an accurate mapping
- Security considerations when sharing the mapping with counsel
- What does a typical IT department look like
- How to understand back up rotations
- Tips on how to work with IT
- What to look for in your opponents network architecture mapping.
- Pros and cons of the content based approach for collection
- What questions should be asked of the requestors to avoid pitfalls.



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## ***SEMINAR DESCRIPTION***

### **Part 1      Litigation Readiness and E-Discovery**

During this information-packed session, you will learn how to plan, prepare and assist when litigation happens. The Records Professional is an essential member of the **E-Discovery** team and serves a key role in the preparation of the organizations Litigation Response Plan.

**An Expert speaker demystifies and presents in an easy-to-understand and practical way the common concepts in e-discovery technology, litigation readiness, and how to bridge the needs and communication between Records Management, Corporate Legal and IT.**

In the context of learning how to create a Litigation Response Plan, you will see demonstrations of how **E-Discovery** cases are handled from motion to verdict. The following topics will be covered:

1.      **Litigation Response Plan Overview**
2.      **Litigation Readiness**
3.      **E-Discovery Team**
4.      **Lawyer / IT / RM Training**
5.      **Reviewing Company Policies**
6.      **Litigation History**
7.      **Litigation Discovery Requests**
8.      **Document Repository and Litigation Server**
9.      **Custodians and Key Witnesses**
10.     **Identifying the Data Universe**
  - a.      Where is data located?
  - b.      Types of Computer Files
  - c.      Computer File Types
  - d.      Email Systems
  - e.      Websites as Evidence
  - f.      Instant Messaging in E-Discovery
  - g.      Other Devices: PDA, Cell Phones, GPS and Digital Cameras
  - h.      Voicemail
  - i.      Backup, Archive and Legacy Systems
  - j.      Discovery Request Checklist
11.     **Discovery Workflow**
12.     **Data Collection**
13.     **Chain of Custody**
14.     **Electronic Discovery Strategies**
15.     **Preservation and Litigation Holds**
16.     **Electronic Data Processing**
17.     **Meta Data**
18.     **Review**
19.     **Trial Presentation**
20.     **Destruction of Data**



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## ***SEMINAR DESCRIPTION***

### **Part 2**     **Mapping Your Network Architecture: How to Build an Architectural Masterpiece and Not the Leaning Tower of Pisa**

The Federal Rules of Civil Procedure, as well as case law from around the country, are forcing lawyers to thoroughly understand their client's data much earlier in the case. Judges expect that we will walk into their courtrooms and speak knowledgeably ~ and with authority ~ about our company or agency's data. Further, the Federal Rule amendments provide a "safe harbor" for corporations when data is lost due to the "routine good-faith operation of an electronic information system." If you cannot document the routine-good-faith-operation of your electronic information system, then you cannot take advantage of the safe harbor provisions carved out by FRCP 37(f). Therefore, one of the most important things in-house counsel and government agencies can do is to map their network architecture. You need to find out what types of data you have, where it lives, how it flows throughout your systems, and when it is destroyed, altered or overwritten. It comes in handy for the meet and confer conference, safe harbor considerations, as well as, for the implementation of the litigation hold. You will learn:

- How to map your company or agency's network architecture
- What questions to ask the IT staff so that you get an accurate mapping
- Security considerations when sharing the mapping with counsel
- What does a typical IT department look like
- How to understand back up rotations
- Tips on how to work with IT
- What to look for in your opponents network architecture mapping.

### **Part 3**     **The Leading Edge of Document Collection: Content v. Custodian Based Collection Process**

Document collection can be one of the most daunting tasks when it comes to preparing for litigation in the electronic world. Where is it and did you get it all are the two questions that keep litigators up at night. Traditionally, custodians have been the "go to" on document collection. The key players and custodians are identified that have information relevant to the litigation and they are on the front lines of the document collection. The custodian is often tasked with making some key decisions regarding relevancy. However, change is in the air and we are moving from a custodian based approach to collection to a content based approach to collection. The content based approach for document review may be your best solution.

We will discuss the pros and cons of the content based approach for collection and what questions should be asked of the requestors to avoid pitfalls.



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## ***FEATURED SPEAKERS***

### ***Tom Howe, Esq.***

Tom Howe is co-founder and President of Legal Technology Group, Inc. (LTG). LTG provides legal / technology consulting services to some of the largest law firms in the United States, State Attorney General Offices, corporate legal departments, and electronic discovery vendors. Formerly, he served as Chief Technical Officer of Fios, Inc., a vendor of electronic discovery services and has presented at legal conferences and CLE's across the United States and Canada on Law and Technology.

### ***Amy Dove***

Amy Dove is the Western Region Manager of Client Services for IE Discovery, her group works with clients to develop proactive enterprise wide centralized discovery management systems. She assists her clients in managing the entire discovery process - from the planning and collection phases through processing, review and production. Amy is also a certified Project Management Professional (PMP).

### ***Chris May, Esq.***

Chris May is the CEO, IE Discovery and brings more than 14 years of experience in designing and developing Discovery Management technologies and litigation support systems to his role as *CEO* of IE Discovery.

While still pursuing undergraduate studies, Mr. May gained hands-on practical experience in litigation support working for the Austin-based firm of Graves, Dougherty, Hearon & Moody, P.C. Prior to earning his B.A. in Economics from the University of Texas in 1993, he signed on at IE Discovery, which was then a fledgling information technology consultancy with a two-person staff. He was appointed *President* in 2001. Under his technological guidance, IE Discovery released InfoDox™ in 1999—the first Web-enabled discovery management solution designed specifically for the demand-driven litigation environment.

Mr. May has participated as a speaker at LegalTech and LawNet conferences and brings both hands-on practical knowledge and deep technical insight to IE Discovery's government and corporate lawyer clients. He has recently been published, and he lectures on important legal technology topics such as optimizing electronic discovery and designing corporate document and data retention policies.



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**CANCELATION AFTER MARCH 22 OBLIGATES PAYMENT**

**Name(s)**

**Organization:**

**Address:**

**Phone Number(s):**

**Email:**

**Payment Enclosed:**

**Option to Pay on-line by Credit Card**

**CONTACT FOR ASSISTANCE WITH REGISTRATION & CREDIT CARD PAYMENTS**

Traci R. McGinley, Treasurer  
ARMA / SCIE Chapter  
5420 Bushnell Avenue  
Riverside, CA 92505

[tracimcginley@sbcglobal.net](mailto:tracimcginley@sbcglobal.net)

(909) 208-5828 Phone  
(951) 687-7987 FAX

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8:15 – 8:30 a.m.

Introductions

8:30 – 9:45 a.m.

**Part 1:** Litigation Readiness and E-Discovery

**9:45 – 10:00 a.m.**

**BREAK**

10:00 – 11:45 p.m.

**Part 1:** *continued*  
Interaction / Questions

**12:00 – 1:15 p.m.**

**LUNCH SPONSORED BY**



1:15 – 2:45 p.m.

**Part 2:** Mapping Your Network Architecture  
Interaction / Questions

**2:45 – 3:00 p.m.**

**BREAK**

3:00 – 4:30 p.m.

**Part 3:** The Leading Edge of Document Collection  
Interaction / Questions

4:30 – 4:45 p.m.

Closing Remarks / Survey

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