

DRAFT

Administrative Office of the U.S. Courts Office of Defender Services, Training Branch

Law & Technology Workshop Series: Techniques in Electronic Case Management

**Sir Francis Drake Hotel
San Francisco, California
September 23 - 25, 2010**

Thursday September 23, 2010

- | | |
|---------------------|--|
| 7:30 am - 8:30 am | Registration and Continental Breakfast
***TBA |
| 8:30 am - 8:45 am | Welcome and Introduction to the Program
***TBA
Stephen Marley, <i>Attorney Adviser, Office of Defender Services, Training Branch, Administrative Office of the U.S. Courts, Washington, D.C.</i> |
| 8:45 am - 9:45 am | Case Management Principles and Overview Plenary
***TBA
Faculty TBA

This one hour plenary will provide an overview of essential case management concepts with an emphasis on how the use of litigation support tools can aid the defense, including the management of documents, players, and key facts. It will introduce participants to Adobe Acrobat Pro, ISYS, and CaseMap/TimeMap through demonstrations of key features in each software program. |
| 9:45 am - 10:00 am | Break |
| 10:00 am - 12:00 pm | Computer Software Download, Case Material Preparation, and Basic Computer Commands (Workshop)
<i>Workshop room and group assignments will be posted at the registration desk.</i>
Faculty TBA |

Techniques in Electronic Case Management

Participants will break into their assigned small groups. Faculty will ensure that each participant has properly loaded all of the software programs and case materials on their computers, and if they haven't, assist them in doing so. Basic computing concepts and skills will be reviewed so that participants can more effectively use the software. Time permitting, a brief overview of the basic features of Adobe Acrobat Pro will be covered.

12:00 pm - 1:00 pm

Lunch - On your own

1:00 pm - 4:00 pm

Hands-on Adobe Acrobat Pro Training (Workshop)

Workshop room and group assignments will be posted at the registration desk.

Faculty TBA

In their small groups, participants will use their computers to do hands-on structured exercises using Adobe Acrobat Pro. These exercises will teach participants how to use Adobe Acrobat Pro to organize and manage discovery and case materials. These exercises will involve converting paper and non-searchable PDF files into searchable PDF files, creating bookmarks and annotations, and understanding how basic objective coding of documents can significantly aid in the retrieval and organization of key case information.

4:00 pm - 4:15 pm

Break

4:15 pm - 5:15 pm

Search and Retrieval with Adobe Acrobat Pro and ISYS

****TBA*

Faculty TBA

This session will demonstrate several ways to create indices of files that permit search and retrieval of case information. The plenary will discuss the utility of full-text searching, but also the limitations that exist with searching unstructured data and why basic coding of data is often necessary to effectively organize and manage a case.

5:15 pm

Adjourn

Friday September 24, 2010

7:30 am - 8:30 am

Registration and Continental Breakfast
*****TBA**

8:30 am - 9:45 am

Hands-on Adobe Acrobat Pro and ISYS Training (Workshop)
Workshop room and group assignments will be posted at the registration desk.

In their small groups, participants will do hands-on structured exercises to search and retrieve relevant case materials using both Adobe Acrobat Pro and ISYS. Participants will build indices, develop a better understanding of different forms of search, and be introduced to the use of Adobe Acrobat Pro and ISYS in organizing case materials and other work product, such as the creation of brief banks.

9:45 am - 10:00 am

Break

10:00 am - 11:00 am

Effective Use of CaseMap/TimeMap
*****TBA**
Faculty TBA

Building on the concepts covered on the first day, this plenary will discuss the utility of CaseMap/TimeMap in criminal cases. A more detailed demonstration of CaseMap will be presented, showing how CaseMap can be used to organize, manage, and connect case facts, legal issues, key players, and documents.

11:00 am - 11:15 am

Break

11:15 am - 12:30 pm

CaseMap/TimeMap Hands-on Training (Workshop)
Workshop room and group assignments will be posted at the registration desk.

In their small groups, participants will do hands-on, structured exercises using CaseMap/TimeMap. Participants will learn how to create and use a CaseMap database to organize, manage, and connect case facts, legal issues, key players, and documents. They will learn how to search, filter, and create case summary reports regarding people, documents, and facts. With all case related information and materials in one place, users will be able to more effectively manage their cases.

Techniques in Electronic Case Management

12:30 pm - 1:30 pm

Lunch - On your own

1:30 pm - 4:00 pm

**CaseMap/TimeMap Hands-on Training (Workshop)
(continued)**

Workshop room and group assignments will be posted at the registration desk.

4:00 pm - 4:15 pm

Break

4:15 pm - 5:15 pm

The Value and Utility of Objective and Subjective Coding

*****TBA**

Faculty TBA

Building on the concepts of search demonstrated through the use of Adobe Acrobat Pro and ISYS, this plenary will focus on how objective and subjective coding of documents will give defense teams the ability to search, organize, and analyze discovery using a defined structure. This session will cover the components of an effective coding manual, how it is critical in the creation of a functional database, and how it results in the ability to identify, in seconds, a collection of documents relating to a particular witness or event.

5:15 pm

Adjourn

Saturday September 25, 2010

7:30 am - 8:30 am

Registration and Continental Breakfast
*****TBA**

8:30 am - 11:00 am

**Building Your Case with Adobe, ISYS and CaseMap/
TimeMap (Workshop)**
***Workshop room and group assignments will be posted at the
registration desk.***

In their small groups, participants will use actual case materials that they have brought to demonstrate the features, and practice the skills, that they have learned throughout the workshop.

11:00 am - 11:15 am

Break

11:15 am - 12:30 pm

**Web-hosted Solutions and Strategies for Sharing Information
Plenary**
*****TBA**
Faculty TBA

The large, mega-case will often require additional resources and different strategies than typically required in a small to medium case. These cases may involve multiple parties, a large volume of discovery and case information, or variety of file types. This plenary will introduce the concept of using web-hosted solutions as a central repository to organize, review, and analyze case materials. We will discuss concerns about access, security, and how a centralized repository can allow parties to share information between defense teams, while keeping work product confidential.

12:30 pm

Closing Remarks
*****TBA**
*Stephen Marley, Attorney Adviser, Office of Defender Services,
Training Branch, Administrative Office of the U.S. Courts,
Washington, D.C.*