

CASEMAP - Field Types:

CaseMap uses table fields to store and display information about case elements. The field type governs the kind of information a field is designed to store, how much information it can hold, whether or not it recognizes Object Short Names, and if it is sortable. CaseMap tables have a number of predefined fields associated with them. All CaseMap fields will be one of the following types:

Field Type	Description
Checkbox	Literally a checkbox. Use as a yes/no field.
Date	Ability to define date, around, before, after, approximately.
Date and Time	Allows for date and time entry or date entry alone. Enables more flexibility in the date field. Can define date as described above.
Description	Text field, up to 10,000 characters. Designed to recognize Object Short Names which allows case elements to be linked together. For fields of this type, a  symbol will be displayed next to field name. Not sortable. Recognizes Object Short Names.
Evaluation	Visual evaluation (up, down, neutral arrows). An evaluation field could be used to track whether a fact is helpful (up arrow), not helpful (down arrow) or unknown (sideways arrow).
Fixed List	List of pre-determined options (value) that can be inserted into the field. Field can be updated with additional options: right click on field header >Field Properties>dialogue window opens>on <i>left</i> hand side of dialogue window use +/- to add or remove values. One entry per field.
Number (Integer)	For numbers, will not recognize decimals. Defaults to zero if no data entered. One entry per field.
Number (Currency)	For dollar amounts. Has dollar sign and decimal embedded in field. One entry per field.
Open-ended List	List of values. Can be updated by the user. For fields of this type, a + symbol will be displayed next to field name. One entry per field.
Text (35)	Text field, limited to 35 characters. One entry per field.

"FACTS" Table - Trait Fields

These fields are used to capture objective information about each case fact. You can add custom Trait fields to augment the ones CaseMap automatically sets up for you.

Field Name	What It Displays	Using It
Date & Time	The date and time when the fact occurred.	Type a date in this field or use the Date Stamper . You can enter Fuzzy Dates such as 07/??/97, and use date status indicators such as <06/15/97 (i.e., Before 06/15/97). If two or more facts have the same date and time value, you can also add a sequence number (e.g., #1, #2).
Fact Text	The text defining the fact.	Type up to 10,000 characters of text. To ensure consistency, use Object Short Names.
Linked Issues	The issues linked to the fact.	Type the Short Name of the issues linked to the fact. You can link as many issues as you want to a single fact - just keep typing the issue Short Name.
Potential Sources(s)	The potential source or sources for a fact (e.g., the Short Name of a witness you hope will give you this fact during his or her deposition). To make the most of CaseMap, list the facts that you're hoping to develop before having definitive sources for them.	Type up to 10,000 characters describing the potential sources of the fact. To ensure consistency, use Object Short Names.
Related Files	The number of files related to the fact.	Read-only. CaseMap counts the number of files related to the fact for you. Double-click to display the Related Files dialog box to add and remove related files.
Source(s)	The definitive sources of the fact and their location (e.g., ArndtDepo, Pg. 112, Line 14).	Type up to 10,000 characters describing the sources of the fact. To ensure consistency, use Object Short Names.
Status +	Whether the fact is disputed, and, if so, by which party. You can also use this field to indicate that a fact is prospective, i.e., one for which you hope to develop sources.	Select an existing value such as 'Undisputed,' 'Disputed by Opposition,' or 'Prospective.' If the value you want is not listed, add a new value to the list.
Status Description	If the fact is disputed, a description of why it is.	Type up to 10,000 characters of text. To ensure consistency, use Object Short Names.

"FACTS" Table - Evaluation Fields

Which facts are key? Does a fact help your case or hurt it? Use Evaluation fields to capture your assessment of case facts. You can create Evaluation fields whenever you want (for example, create one for use during a case brainstorming session).

Field Name	What It Displays	Using It
Eval by [author's initials]	A symbol indicating the author's evaluation of whether the fact weighs for or against.	Select a value (e.g., For Us, Heavily Against Us) from the list
Key	An indication of whether a fact is particularly important.	To indicate a fact is key, select the check box.

"FACTS" Table - # Fields:

fields count the relationships between different types of information in CaseMap. You do not have to enter or update information in # fields. CaseMap does the work automatically.

Field Name	What It Displays	Using It
# Issues	The number of issues linked to the fact.	Read-only. CaseMap counts the links for you. Double-click to display a list of the issues linked to the fact.
# Objects	The number of objects mentioned by Short Name on the Fact Spreadsheet.	Read-only. CaseMap counts the links for you. Double-click to display a list of the objects mentioned in the fact.
# Open Questions	The number of open questions linked to the fact. Open questions have an answer status of 'Unaddressed' or 'In Progress.'	Read-only. CaseMap counts the links for you. Double-click to display a list of the open questions linked to the fact.
# Questions	The number of questions linked to the fact.	Read-only. CaseMap counts the links for you. Double-click to display a list of all questions linked to the fact.
# Source(s)	The number of objects cited by Short Name in the Source(s) field.	Read-only. CaseMap counts the links for you. Double-click to display a list of the objects acting as sources.

Fields Common to all Object Tables:

Field Name	What It Displays	Using It
Description	A description of the object.	Type up to 10,000 characters. To ensure consistency, refer to persons, organizations, documents and other objects by their Short Names.
Full Name	The name of the object.	Type up to 255 characters. CaseMap uses the object's Full Name in conjunction with its object type to generate a default object Short Name.
Linked File	The name of the viewer associated with the linked file and the ID of the file or the path to it.	Click to display the Linked File Properties dialog box that you use to set up file viewers. Right-click to display a shortcut menu that allows you to view the file and specify the viewer you will use to display the file.
Linked Issues	The issues linked to the object.	Type the Short Names of the issues linked to the object. As you begin to type a Short Name, the Link Assistant displays to help speed your entry. You can link as many issues as you want to a single object. Just keep typing Short Names.
Related Files (Use the Linked File field to hook an object to the most important external file, often its image. Use the Related Files field to link to secondary files.)	The number of files related to an object.	Read-only. CaseMap counts the number of files related to the object for you. Double-click to display the Related Files dialog box to add and remove related files.
Role In Case	A description of the connection between the object and the case. For example, 'Eyewitness to the accident' or 'First officer on the scene.'	Type up to 10,000 characters of text.
Object Type	An indication as to whether the object is a person, an organization, a document, another type of physical evidence, an event, a place, or some other type of thing.	Select the appropriate object type from the list. CaseMap uses the object's object type in conjunction with its Full Name to generate a default object Short Name.
Short Name	The object's Short Name. To ensure consistency in your case information, refer to persons, organizations, documents and other objects by their Short Names as you enter in CaseMap's description fields.	CaseMap creates a default Short Name for you based on the object's Full Name and its object type. You can change this default name at any time. And you can change it as often as you want. Type a single word of up to 30 characters.

Fields Unique to "PERSONS" Object Table:

Field Name	What It Displays	Using It
Addresses	The person's business, home, and other addresses.	Type up to 10,000 characters of text.
Address: Email	The person's email address.	Type up to 10,000 characters of text.
At Trial +	Indicates if the person will appear at trial and the likely method of testimony.	Select an existing option from the list or, if the option you want is not listed, add a new value.
Calling Party +	The name of the party that is calling the witness to testify.	Select a party from the list or, if the party you want is not listed, add a new value.
Counsel	The name of the counsel who represents the witness.	Type up to 10,000 characters of text.
Deposition Date	The date for which the deposition is scheduled or the date on which the deposition was taken.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates, such as 06/??/99.
Deposition Status +	Whether or not the person has been deposed.	Select an existing option from the list or, if the status you want is not listed, add a new value.
Gender	Whether the person is female or male.	Select Female or Male. This is not an open-ended list.
Phone Numbers	The person's business, home and other phone numbers.	Type up to 10,000 characters of text.
Title	The person's title.	Type up to 10,000 characters of text.
Works For +	The name of the person and/or organization for which the person works.	Type up to 10,000 characters of text. To ensure consistency, refer to persons and organizations by their Short Names.

Fields Unique to "DOCUMENTS" Object Table:

Field Name	What It Displays	Using It
Author +	The name of the author(s) of the document.	Type up to 10,000 characters of text. To ensure consistency, refer to persons and organizations by their Short Names.
Bates - Begin	The beginning Bates number associated with the document.	Type an alphanumeric value of up to 35 characters of text.
Bates - End	The ending Bates number associated with the document.	Type an alphanumeric value of up to 35 characters of text.
Copied To	The names of individuals receiving a cc: of the document.	Type up to 10,000 characters of text. To ensure consistency, refer to persons and organizations by their Short Names.
Date	The date of the document.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
Depo Ex.#	The deposition exhibit number of the document.	Type up to 35 characters of text.
Mentioned In	The names of individuals mentioned in the document.	Type up to 10,000 characters of text. To ensure consistency, refer to persons and organizations by their Short Names.
Producing Party +	The name of the party that produced the document.	Select an existing party from the list or, if the party you want is not listed, add a new value.
Recipient(s)	The names of the individuals who received the document.	Type up to 10,000 characters of text. To ensure consistency, refer to persons and organizations by their Short Names.
Sent Via +	Whether the letter or other type of document was sent by mail, overnight delivery service, or other option.	Select a method from the list or, if the method you are looking for is not listed, add a new value.
Trial Ex. #	The trial exhibit number of the document.	Type up to 35 characters of text.
Type +	The type of document (e.g., Letter, Email, Contract).	Select a type from the list or, if the type you want is not listed, add a new value.

Fields Unique to “Other Physical Evidence” Object Table:

Items of physical evidence besides documents.

Field Name	What It Displays	Using It
Bates #	The range of Bates numbers, if any, associated with the piece of physical evidence.	Type a range using up to 35 characters of text.
Trial Ex. #	The trial exhibit number of the document.	Type up to 35 characters of text.

Fields Unique to “Events” Object Table:

Add events to your list of objects when your case includes key incidents about which there will be many facts.

Field Name	What It Displays	Using It
Attendees	The names of individuals who attended the event.	Type up to 10,000 characters of text. To ensure consistency, refer to persons by their Short Names.
Begin Date and Time	The date and time when the event began.	Enter a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
End Date and Time	The date and time when the event ended.	Enter a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates
Location	The location of the event.	Type up to 10,000 characters of text.

Fields Unique to “Organizations” Object Table:

Field Name	What It Displays	Using It
Address: Business	The organization's snail-mail address.	Type up to 10,000 characters of text.
Address: Email	The organization's email address.	Type up to 10,000 characters of text.
Phone Numbers	The organization's phone number.	Type up to 10,000 characters of text.

Fields Unique to “Pleadings” Object Table:

Field Name	What It Displays	Using It
Date	The date of the pleading.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates.
Type +	The type of pleading (e.g., Complaint, Answer, Reply).	Select an existing value from the list of options or enter a new one.

Fields Unique to “Proceedings” Object Table:

Proceedings such as depositions and grand jury hearings.

Field Name	What It Displays	Using It
Attendees	The names of those attending the deposition.	Type up to 10,000 characters of text. To ensure consistency, refer to persons by their Short Names.
Date	The date of the proceeding.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
Notice Date	Date of notice.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
Subpoena Served	An indication of whether or not a subpoena has been served.	To indicate yes, select the check box. (Hint: you can check the box by double-clicking it or by pressing the SPACEBAR.)
Status +	An indication of whether the proceeding has or has not been completed.	Select a predefined value from the list or enter one of your own choosing.
Type +	An indication of the type of hearing (e.g., deposition, grand jury hearing, arraignment).	Select a predefined value from the list or enter one of your own choosing.

Fields Unique to “Other Discovery” Object Table:

Field Name	What It Displays	Using It
Response Date	The date a response was received.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
Response Received	An indication of whether or not a response has been received.	To indicate a response has been received, select the check box. (Hint: you can check the box by double-clicking it or by pressing the SPACEBAR.)
Service Date	The date of service.	Type a date directly or use the Date Stamper. This field supports the use of Fuzzy Dates such as 05/??/99.
Type +	The type of discovery (e.g., Interrogatory, Request For Production, Request For Admission, Interview).	Select an existing value from the list of options or enter a new one.

Fields Unique to “Demonstrative Evidence” Object Table:

Field Name	What It Displays	Using It
Estimated Cost	An estimate of what it will cost to produce the visual.	Enter a number up to 35 positions long. (Hope you don't need that many.)
For Use By	The name of the individual(s) who will use the visual during trial or other proceeding.	Type up to 10,000 characters of text. To ensure consistency, refer to persons, organizations, documents and other objects using their Short Names.
Mission Statement	An explanation of the intended impact of the visual. What should the judge and jury think after seeing this visual?	Type up to 10,000 characters of text. To ensure consistency, refer to persons, organizations, documents and other objects using their Short Names.
Production Status +	An indication of how far along this visual is in the production process.	Select an existing value from the list of options or enter a new one.
Trial Ex. #	The trial exhibit number of the visual.	Type up to 35 characters of text.
Type +	The type of visual (e.g., Blow-up, Chart, Model, Video).	Select an existing value from the list of options or enter a new one.