

NALSM VIEWS

December 1993

National Association of Litigation Support Managers

Vol. 4 No. 5

The ABA National Institute Seeks Participation of Litigation Support Managers

by Donna L. Brown, Director of Practice Resources, Weinberg and Green

The American Bar Association, Section of Litigation, Committees on Computer Litigation and Corporate Counsel, the Division of Professional Education, and the National Association of Litigation Support Managers will be sponsoring a two day seminar entitled "How to Win Your Case with Computers." The seminar will be held on February 16-17, 1994 at the Ventana Canyon Resort in Tucson, Arizona. What makes this seminar so unique is that the ABA is extending an invitation to all litigation support professionals to participate. The ABA recognizes the emergence and the value of the Litigation Support Manager and feels that their presence will make a valuable contribution to the seminar.

The ABA is encouraging lawyers to bring their litigation support managers to the seminar by establishing a special discounted rate. The registration fee for lawyers is \$450 for non-ABA members, \$425 for ABA members and \$400 for ABA section members. For an additional \$200 per person, litigation support managers can accompany the lawyers attending from their firms. Litigation support professionals who will not be accompanying a lawyer will pay the same registration fee as the lawyers.

The two day program will feature the latest technology for managing discovery and successful court room presentations. Participants will receive litigation management tips from experienced in-house and outside counsel who use computers in their daily

practices. In addition, two litigation support professionals have been invited to participate as faculty members in the seminar; Anne Mehringer, Manager of Litigation Support for Jones, Day, Reavis & Pogue and Despina C. Kartson, Manager of Computerized Legal Support from White & Case.

Agenda Topics — February 16, 1994

Managing Early Discovery

- Data Sources: Witnesses and Documents; Computer-Based Evidence; On-Line Research Databases
- Corporate Document Sweeps and Field Discovery
- Bibliographic and Subjective Coding; Impact of Imaging on Productions and Coding; Attachments, Duplicates, Data Analysis; Digests by Voice Recognition

Depositions and Pre-Trial Litigation Support

- Supplemental Coding for Trial Support
- Quality Standards
- Witness, Issue and Exhibit Books with Imaging

An afternoon of workshops is also scheduled for Wednesday, February 16th and each participant will have the opportunity to attend two sessions.

Workshops — February 16, 1994

Advanced Course on Information Management for Trial

- Court Room Mechanics: Working with the Judge and the Courthouse Staff
- Linking Exhibits to Transcripts
- Trial Team Staffing and Coordination

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ABA/NALSM Seminar

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- Automated Trial Briefs, Legal Memoranda and Reports

Imaging, Work Flow and Re-Engineering Litigation Support

- Cost Justification Case Studies
- How to Make Imaging Work Efficiently and Effectively
- Impact of Work Flow on Lawyer Productivity
- Latest in Imaging Technology

Setting Up the In-House Litigation Support Organization

- Staffing and Organization Strategies
- Make or Buy: When to (or not to) Use a Vendor
- Emergence of the Litigation Support Manager

In addition to the workshops, participants will have the opportunity on Thursday, February 17th to tour the court room of the future. This is the court room that was used for the Charles Keating trial. After the tour of the courthouse, presentations will include a discussion on the development of the electronic trial notebook and multimedia court room techniques including a discussion on strategy. A multimedia mock hearing is planned and will include a demonstration of an opening statement, a witness examination using computer animation, and a closing argument. The Honorable Richard M. Bilby, United States District Judge, will preside over the mock trial. The afternoon will conclude with a commentary from Judge Bilby and the trial participants. Transportation will be provided.

All NALSM members will receive registration materials. For additional information concerning registration, contact Diane L. Nickolson at the ABA:

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ECALSM Notes

ECALSM plans to close out the year with a meeting on December 6, 1993 on How to Write an RFP and Work with Vendors. The meeting is hosted by Price Waterhouse at 1177 Avenue of the Americas from 12:00 - 2:00 P.M. For reservations, call Despina Kartson at (212) 819-8786. ♦

SLALSM Notes

The St. Louis Association of Litigation Support Managers will close out the year with a Holiday Party on December 21 at Primio's, 401 Market. There will be lots of prizes and surprises! ♦

Editor's Note

Since editing our first issue of *NALSM Views* two years ago, the organization has grown significantly to include firms from all parts of the country. We hope in the years that follow that NALSM continues to expand and become a strong support vehicle for litigation support managers.

We wish the best to the new editors, Eugene Eames and Rickie Abrams.

Barbara O'Neill

Peggy Stulberg ♦

Job Bank

Programmer — Must know UNIX and C. BRS experience a plus. New York City location. Please call (212) 819-8786. ♦

Minnesota Hosts Joint Meeting

Minnesota Legal Administrators Association/Minnesota Association of Litigation Support Managers
"Software for Litigation Support"

MALSM hosted a joint, informal luncheon meeting for the members of the Systems and Technology Committee of MLAA and MALSM's membership. Our topic was software, in general, and there was a lot of interest in what programs people were using for various applications. The conversation was stimulating and informative.

It generally seems that firms are either running in a Windows environment or are planning to change over to a Windows environment shortly.

Some of the more popular Litigation Support database programs were InMagic, InMagic Plus, BRS Search, and Paradox. Common full text programs in use were DiscoveryZX and Summation. One firm uses Gravity, and likes it mainly for its ease of use.

One thing that became very clear to the group attending this meeting was that there is "no best mousetrap." If anyone out there has what they believe to be the best mousetrap, please drop us up here in the North Country a note and let us know! ♦

Minnesota Hosts Vendor Exposition

The Minnesota Association of Litigation Support Managers hosted a VENDOR EXPOSITION on September 30, 1993 at the Omni Northstar Hotel in Minneapolis.

The Expo was a big hit! We had over 20 vendors participate, and had over 170 attendees. The exhibitors included Arthur Andersen, Quorum, Aspen, Merrill, Beckwith, Kodak, Rust and many, many other companies which all sell litigation support services to law firms (such as forensic evidence, trial exhibit equipment, temporary help, records management, etc.)

We invited all corporate law departments, all law firms, students at all of the law schools and paralegal programs, and of course, our member firms. The comments were overwhelmingly positive.

In 1994, we will certainly do this again, but perhaps on a bit larger scale. The exhibitors commented that the attendees were a whole new group of people not regularly seen on the "trade show circuit" while the attendees commented how nice it was to have all these services "all under one roof." ♦

NALSM Update

The Executive Committee met on November 3, 1993. It was decided that NALSM would co-sponsor with the American Bar Association a two-day seminar on litigation support for attorneys in February. More information on the location, and specific topics will be provided at a later date to members.

Members of NALSM will begin receiving copies of the Legal Technology News in December as a benefit of membership.

NALSM is also seeking a national coordinator to work with the editors on NALSM Views. Anyone interested in more information should call Sandra Sabanske at (913) 381-4458. ♦

Publications Available

Now available is the *Law Technology Product News*, a new monthly magazine being published by *The National Law Journal*. The magazine will concentrate on the expanding role of technology in the legal profession, focusing on new products, systems and services that are changing the way law is practiced. For further information, contact *Law Technology Product News*, 111 Eighth Avenue, New York, New York 10011 (800) 888-8300 ex. 884 or (212) 463-5884. ♦

Has Your Address Changed? Send your change of address to Sabanske & Co., 8826 Santa Fe Drive, Suite 208, Overland Park, KS 66212 or call (913) 381-4458.

VIEWS

Calendar of Events

December 6

ECALSM — (12:00 - 2:00 P.M.) How to Write an RFP and Work with Vendors. Hosted by Price Waterhouse at 1177 Avenue of the Americas. Call (212) 819-8786.

December 7-9

Legal Tech, Washington, D.C.

December 21

SLALSM — Primio's, 401 Market — Christmas party. Lots of prizes and surprises!

February 16-17

American Bar Association /NALSM — Two-day seminar on "How to Win Your Case with Computers." At Canyon Ranch, Tucson, AZ.

For more information on the above events, contact the local chapter indicated.

Happy Holidays

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The opinions expressed in *NALSM Views* are those of the writers and are not necessarily those of NALSM. Articles should be submitted by the 20th of each month.

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