
Automated Litigation Support Systems An Essential Tool for Today's Litigator



LAW AND INFORMATION TECHNOLOGIES

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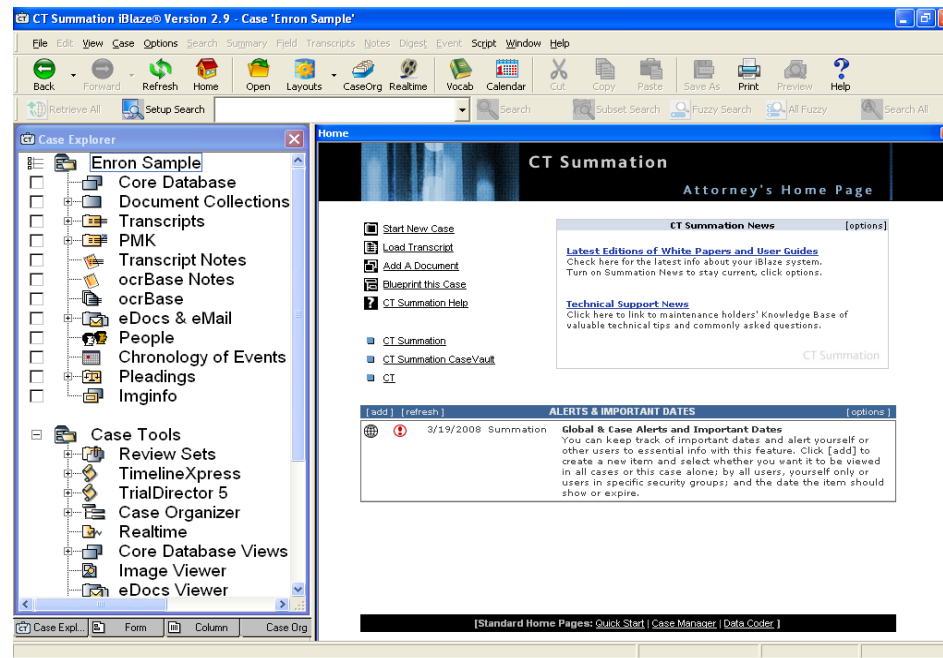
Introduction

*“The justice system must become **more efficient** if it is to meet the needs of the public. In order to become efficient the judiciary must embrace digital technology, which is employed in almost every other facet of commercial and public life. The judiciary must take the lead in making courtrooms more efficient. If the judiciary refuses to embrace the use of digital technology in the courtroom and courts administration fails to provide the necessary tools to create an electronic environment in the courtroom both the judiciary and courts administration will have failed the public.”*

Honorable Judge Granger, Superior Court of Ontario

Introduction

- What is an Automated Litigation Support System (ALSS)
- The challenges we face
- A review of costs vs. benefits



Organization of Case Files on ALSS

- Key element to organizing case files electronically is via the indexing or coding of documents
- Review of objective vs. subjective coding
- Processing & making use of Metadata
- Review of sample case

Tips for a Successful ALSS Project

Have the right resources in place:

- Review and select appropriate litigation support software (e.g. CT Summation)
- Ensure all users have adequate training (e.g. paralegals, lawyers, IT, etc.)
- Select a litigation support service provider that can meet all your needs.

Tips for a Successful ALSS Project

Plan Ahead:

- Plan to use the ALSS at the early stages of your case.
- Identify all potential document sources
- Ensure all players understand and provide documentation in a format compatible with the ALSS (e.g. transcript formats)
- Prepare a basic specification outlining the document processing requirements

Processing

The screenshot displays the Discovery Cracker Console interface. The main window is titled "New Job Settings" and shows the configuration for a "Summation DII Export" task. The interface is divided into several panes:

- Left Pane:** A tree view showing project folders like "DiscoveryCrackerOnline", "PROJECTA1", "PROJECTB1", "Testing", "MyProjectToday", "LoadTesting", "DocuLexProject1", "83007", "TestToday", "90407", "RM", "PROJECT1000", "CTSummationDC", "091107", "Groups", "Test", "GROUP2", "Views", "MSWord Docs", "AdobePDF", "For Tag Mail/Litige", "For Tag Responsiv", "For Tag Tiff", "For Tag Export Sur", "PROJECT150", and "PROJECTCHK".
- Top Bar:** Contains menu items: File, Edit, View, Tools, Admin, Reports, Help. It also shows "All Projects" and "General Job Information".
- Central Pane:** Titled "New Job Settings", it shows "Action: Summation DII Export" and "Document Type Group: All Groups". A red text annotation reads: "The settings for this task apply to ALL Document Type Groups." Below this are sections for "Actions" (with "Summation DII Export" selected) and "DocType Groups".
- Right Pane:** Titled "Tasks", it shows "Summation DII Export" and "DII Selection". It includes sub-sections for "Select Sessions", "Map Default Fields", and "Mapped Field Settings". The "Select and Map Default Fields" section contains a grid of field mappings:

Field Name	Value	Field Name	Value
<input type="checkbox"/> @C Token			
@T	ItemUUID	@DOCID	ItemUUID
@EMAIL-BODY	Body	@MSGID	EntryID
@APPLICAT	DocType	@EATTACH	OriginalPath
@HEADER	EmailHeader	@EDOC	FileName
@StoreID	StoreID	<input checked="" type="checkbox"/> @TO	SentTo
<input checked="" type="checkbox"/> @FROM	AuthorName	<input checked="" type="checkbox"/> @CC	CC
<input checked="" type="checkbox"/> @BCC	BCC	<input checked="" type="checkbox"/> @SUBJECT	Subject
<input type="checkbox"/> @FOLDERID	FolderID	<input type="checkbox"/> @FOLDER	
<input checked="" type="checkbox"/> @DATECRTD	CreationTime	<input checked="" type="checkbox"/> @DATESVD	LastModificatio...
<input checked="" type="checkbox"/> @DATERCVD	ReceivedTime	<input checked="" type="checkbox"/> @TIMERCVD	ReceivedTime
<input checked="" type="checkbox"/> @DATESENT	SentOn	<input checked="" type="checkbox"/> @TIMESENT	SentOn
<input checked="" type="checkbox"/> @NUMATTCH	AttachmentCount	@ProjectUUID	ProjectUUID

Below the field mappings is an "Additional Fields" section with a "Select Additional Fields" button and a table with columns "Field Name" and "Display Name".

At the bottom of the console, the status bar shows: "LOGGED IN USER: admin", "MANAGER DATABASE: DiscoveryCrackerOnline", "PROJECT: 091107", "GROUP: Test". The Windows taskbar at the very bottom shows the start button, several open applications, and the system clock at 12:14 PM.

Tips for a Successful ALSS Project

Build a powerful document database:

- Design database to meet your specific case requirements (e.g. customized fields, forms, etc.)
- Prepare a coding guideline to ensure uniformity.
- Pay special attention to your methodology for subjective coding (e.g. defining Issues, identifying Hotfacts, etc.)
- Understand system limitations and plan accordingly.

Tips for a Successful ALSS Project

Ensure safeguard of information:

- **Control** access to data via various security measures
- When sharing data with other parties, **ensure confidential information** is not inadvertently provided
- Proper **training and consulting** is key

Tips for a Successful ALSS Project

Coordinate with other parties:

- Communicate with other parties at early stages
- Plan on using ALSS in **courtroom**
- Plan on **sharing** data electronically
- Seek cost sharing incentives
- Emphasize time and cost reductions

Using ALSS in Courtroom

- Advice court in advance.
- Deal with any potential problems with presenting evidence in electronic format ahead of time.

Conclusion

- Automated Litigation Support Systems are the future
- Benefits far outweigh costs
- *It's time that everyone in our judicial system get on board*

Questions