Case Planning Checklist

Phase 1: Setting up the File

- ❒ Take an inventory of database users
  - Number
  - Location
  - Comfort level

- ❒ Identify the “go to” lawyer who will attend project planning meetings with vendors and answer any questions you may have throughout the file; communicate the expectations of this role to the lawyer

- ❒ Assess the potential need to share documents and/or provide database access to:
  - Client
  - Co-counsel
  - Witnesses, etc.

- ❒ Make a list of Resources required – additional servers, personnel, etc.

- ❒ Establish a Multidisciplinary Team
  - Define the team
  - Define roles and responsibilities

- ❒ Ensure you have access to the appropriate technology (e.g., use of Citrix or web-hosting, additional servers, etc.)

- ❒ Solicit quotes from vendors

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Phase 2: Conferring with the Client

- ❐ Communicate your firm's policies on Automated Litigation Support (ALS), providing cost-justification materials as needed
- ❐ Establish a budget and obtain approval
- ❐ Determine who the IT contact will be and obtain authorization to liaise with him/her
- ❐ Determine level of client involvement required in document review and how to facilitate
- ❐
- ❐

Phase 3: Conferring with the Other Parties

- ❐ Prepare a preservation letter
- ❐
- ❐ Schedule the Meet and Confer
- ❐
- ❐ Determine who will attend the meet and confer
- ❐ Determine what expertise/resources are required
- ❐
- ❐ Follow-up on Meet and Confer specifics such as...
- ❐
- ❐

Phase 4: Document Collection

❒ Paper
- Advise and supervise
- Document the process
- Develop an inventory process
- Review on a box level
- Manage ongoing disclosure
- Review Deduping options

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❒ Electronic
- Assess need for independent 3rd parties for electronic documents
- Preserve and gather
- Restore
- De-duplicate
- Keyword search
- Process

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Phase 5: Database Administration

- ❒ Database setup with appropriate fields and settings
- ❒ Security setup e.g.,
    - read-only access to certain fields
    - ability to access “risky” features such as global replace and deleting records and cases
    - ability to change passwords
- ❒ Assign a case administrator to oversee the database and its use
- ❒ Assess skills and needs of each member of the team
- ❒ Streamline and assign roles and responsibilities, for example:
    - Coding, e.g.,
        - Estimated dates
        - Reviewing zero dates
        - Normalizing of names (if desired)
    - Review
        - Division of review
        - Fields and entries to be used
        - Relevancy review
        - Duplicate review
        - Privileged review
        - Issue-coding
        - Witness-coding
        - Summarizing of key documents and/or copying excerpts into summaries for easy searching and retrieval
        - OCR searching and logging of results in an easily retrievable field
- ❒ Arrange training:
    - Application overview
    - Task-specific sessions
    - Application of Best Practices
    - Searching!
- ❒ Arrange/plan for ongoing support
    - Internally
    - Externally

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Phase 6: Document Review

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Phase 5: Document Exchange

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Phase 7: Preparing for Discoveries

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Phase 8: Preparing for Trial

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