



COMMONWEALTH LEGAL

Commonwealth Legal's “Tip of the Month” for March

Creating Chronologies: How does Litigation Support Software Facilitate the Creation of Effective Chronologies?

- It removes the need to track (sticky) notes scattered across numerous desks;
- Important facts can be logged, retrieved, organized and sorted in a meaningful way;
- You can locate and report on key information based on criteria selected by you (i.e., to do with a particular issue or witness);
- It promotes collaboration and enables more than one person to contribute to, access and search the information at once;
- Its accessible format aids the team's memory of important/missing details;
- It can be used to prepare for discoveries and can be shared with your client;
- It can be used at settlements, discoveries and in court to demonstrate the solid nature of your case;
- Facts can be viewed, not just in an index, but in meaningful relationships; documents and transcript excerpts may be linked together to reflect these relationships

Best Practices

- Start a chronology as soon as you hear from your client;
- Keep track of each developing stage of the case;
- Treat the chronology as a memory bank using full details;
- Make your entries using clear language and full explanations your team can readily understand, without clarification;
- Standardize the spelling and format of entries using Lookup Tables (e.g., Witness or Issues field) to guarantee accurate search results

continued

Adapted from *Chronology Best Practices* by Gregory A. Krehel, CEO – Case Soft.



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TIP OF THE MONTH



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Favourite Features for the Creation of Chronologies in your Favourite Products

Summation

1. Use the **Events Table** for a more structured approach and link to relevant documents and transcript excerpts. Rank the events/facts by the effect they have on your case. Search, sort and tally as you would in the document database.
2. Use **Case Organizer** to create your own outline and link to related documents, transcript/OCR excerpts and more.
3. Use the **Transcript Notes** to create a chronology based on testimony.

CaseMap / TimeMap

1. Send documents to **CaseMap** from Summation to perform a detailed analysis of the facts in your case in relation to Issues, Witnesses, Evidence and more.
2. Use **TimeMap** to create graphical timelines to visually demonstrate the evidence.

To learn more about Chronologies, the products discussed above, or to arrange for a certified training session at your firm, please contact your Account Representative or one of our Certified Trainers at 1-866-LAW-SCAN (529-7226.)

