



FREQUENTLY ASKED QUESTIONS

EFFECTIVE SPRING 2015

WHAT IS LITWORKS?

About LitWorks Programs

Since 2005, LitWorks has been the first and most comprehensive training program dedicated exclusively to developing and sharing best practices in the litigation support and eDiscovery industry. We have trained and certified close to 1,200 professionals in the industry. Staying current with changing regulations and new technology applications is critical for legal professionals today more than ever. The following courses can be taught in a classroom public setting at a DTI National Technology Center (NTC) training facility, or privately at the law firm or corporation.

All LitWorks Litigation Support Trainings, CLE and Non-CLE courses can be customized and tailored to the law firm or corporate legal department needs. CLE and Non-CLE Courses are also available for CLE Credits or as a “Lunch and Learn.”

For more information, please use the contact form at www.litworks.net, or contact Kim Meyer at kmeyer@dtiglobal.com.

For more information on our CLE Programs, please contact Samantha Green at sgreen@dtiglobal.com.

WHO PARTICIPATES IN LITWORKS COURSES?

Target Audience

- Licensed Attorneys/JD's
- Contract Attorneys (Document Review)
- Paralegal Managers
- Professional Development Managers and Trainers
- Certified and non-certified Paralegals
- eDiscovery and Litigation Support Managers
- Litigation Support Directors
- Litigation Support Professionals
 - Analysts
 - Specialists
 - Database Administrators
- Records Managers
- Project Managers
- Forensic Experts & Certified Forensic Experts
- Law Firm Managers
- IT Managers and Directors

WHAT ARE THE GOALS OF LITWORKS PROGRAMS?

Goals of the Programs

At LitWorks, we believe in adult education in a classroom setting that offers training and curriculum designed to elevate a legal professional's knowledge, skill, career track or current position in their organizational structure. In addition, the goals of our program and curriculum assist the legal professional in demonstrating their technology proficiency as it relates to eDiscovery and trial thereby also increasing their earning potential regardless of where they are on the bell curve. We have a strong conviction to give back to the legal community which is why we participate in an



CONTINUING LEGAL EDUCATION (CLE) COURSE OFFERINGS

annual scholarship program and offer 6-12 scholarships per year to legal professionals who are trying to grow in their current position and advance their careers.

WHO TEACHES LITWORKS COURSES?

Faculty and Representative Credentials and Backgrounds

At LitWorks, we have attorneys and subject matter experts that assist with creating and vetting our curriculum. Our faculty and staff have years of experience (over 25) in litigation, discovery, eDiscovery, trial, attorney document review, and forensics, etc. Our attorneys are licensed to practice law and carry many credentials in addition to being an attorney and subject matter expert.

WHERE ARE COURSES OFFERED?

Locations

LitWorks hosts courses in the DTI National Technology Centers and other Training Centers, centrally located in Atlanta, Chicago, New York, Kirkland WA (Seattle area), Portland Oregon, San Francisco, and Los Angeles. The travel section at the end of this document outlines travel and accommodations information for each city.

WHAT TOPICS ARE INCLUDED IN THE CURRICULUM?

Workshops include over 30 Hours of Discussion Topics

- Discussion - A Real Case Assessment
- eDiscovery Challenges
- Information Governance and eDiscovery
- The Evolving Role of the Legal Professional as an eDiscovery Specialist or Project Manager
- Coordination with Litigation Support
- Evolution - Industry and Technology Moving Forward
- Best Practices in Case Management
- Training by Attorneys
- History of eDiscovery (26A, SOX HIPPA, SB1386, GLBA, DPA)
- Federal Rules of Civil Procedure re: ESI
- Overview of Federal Amendments (2006)

2015 Proposed Changes to the FRCP

Rules changes to the FRCP are now pending before the Supreme Court, to be promulgated by Congress in December 2015:

- Cooperation
- Driving the Pace
- Proportionality
- Cost Allocation
- Responses and Objections
- Failure to Preserve
- Selected Local Rules [Local Rules & ESI Statutes - District of Kansas, Maryland, New York, Florida, Illinois, New Jersey, Washington, D.C., Georgia, and N. Dist. of Calif.]



CONTINUING LEGAL EDUCATION (CLE) COURSE OFFERINGS

Case Law

In this segment, students will learn about all updated case law (2014) in connection with all phases of the EDRM: Preservation, Collection, Possession Custody & Control, Proportionality, Production (Form of Production) , Privilege Waiver, Cost Shifting and Cost Sharing, Spoliation, Sanction and Adverse Inference

- Recent Rulings
- Understanding Reasonableness and Proportionality – Big concern in Florida as more states are adopting the F.R.C.P. 2006 Amendments Law
- eDiscovery Industry Standards
- eDiscovery Guidelines
- Forms of Production
- 34 (b) – Inadvertent Production of Privileged Materials
- Claw back Agreements – FRE 502 Discussion
- Processing Data – eCapture/IPRO, Nuix, Clearwell
- Corporate and Law Firm IT Infrastructure
- Types of Personal Storage Devices
- Encryption
- Preservation and Collection of ESI
- Forensics
- Discussion of Off-Shore Data Collections
- Discussion – Big Case Collections – Judge Facciola Rulings
- Acquiring Social Media in the Cloud – Review of Social Media Cases (Facebook, LinkedIn, My Space)
- Database Design Methodology – Relativity, Concordance or Summation
- Best Practices in Document Search
- Understanding Attorney Document Review
- Prepare a Document Production
- Technology Assisted Review (Relativity Assisted Review or Equivio Core Presentation)
- The 26(f) Meet & Confer Conference
- Relativity End User Training
- Cross Border and eDisclosure
- Foreign Data Laws – E.U. and U.K. Perspectives
- The Role of the Specialist as a Consultant
- Budgeting

CAN LITWORKS DO A COURSE FOR MY LAW FIRM OR COMPANY?

Customized In-House Training – U.S. and International

LitWorks™ customized trainings range from 3-5 days. The method of delivery is on-site in a classroom setting. Our experts will meet with you in advance to outline and design a program that is tailored to your needs. We have developed over 25 topics from which you can choose as part of your customized training program. Courses range from basic overviews of the most critical electronic discovery topics to more advanced materials and subject matter.

The topics we cover begin with Information Governance and include electronic discovery under the Federal Rules of Civil Procedure, proposed new amendments for 2015, updated case law under the EDRM, cost containment techniques, budgeting, vendor management, and the Firm's in-house electronic discovery resources and processes (to be provided by the firm's litigation support team). The Electronic Discovery Reference Model (EDRM) will be used as a framework for going into more detail on the various phases of electronic discovery, and LitWorks™ will also present segments on the Internet of Things, Narrowing the Scope of Electronic Discovery, Inadvertent Production of Privileged and Confidential Materials, Form of Production and BYOD, Cross Border and Multi-lingual eDiscovery cases, and Ethical Issues in Electronic Discovery.



CONTINUING LEGAL EDUCATION (CLE) COURSE OFFERINGS

Our instructors are: In-house General Counsel, eDiscovery Special Counsel, former litigators and various other subject matter experts. Depending on the number of attorneys and the attendees' legal knowledge, we uniquely match our attorney/instructors to the class demographics. Resume and bios are provided in advance of the training.

WHAT ARE THE FEES FOR LITWORKS TRAINING?

Standard Program Registration Fees

Course 101, eDiscovery and Litigation Support Professional Training	5 Days	\$2,200 per attendee
Course 201, eDiscovery and Litigation Support Project Management	3 Days	\$1,950 per attendee
Course 301, eDiscovery Specialist Boot Camp	5 Days	\$2,500 per attendee

Custom Program Costs

Custom in-house trainings range from \$5,000 - \$20,000 per class and depending upon the curriculum and duration of the class. All travel and expenses will be billed at cost and after the engagement has concluded.

For International engagements in the E.U. U.K. and APAC, please contact Kim Meyer directly at kmeyer@dtiglobal.com

ARE SCHOLARSHIPS OR DISCOUNTS AVAILABLE?

Group Discounts

For groups of 6 or more and for a class up to 15 attendees, LitWorks will extend a professional courtesy discount of 20%

Scholarships

Once a year, LitWorks and TRU Staffing Partners, a leading search firm representing talent and opportunities in the eDiscovery and litigation support space, extend 6-12 scholarships per year. Recipients compete for the highly sought after scholarships for legal technology training and education.

The Scholarship Program Advisory Board, consisting of esteemed hiring managers and leaders in the field, anonymously assessed the applications based on key criteria: professionalism, written communication, technical aptitude, passion for the industry, and articulation of thought.

Government agency Rates

Government employees and agencies are eligible for a 20% discount.

Women in eDiscovery - Affiliate

As an affiliate of WiE, LitWorks offers 15% discount to Members of Women in eDiscovery

ARE BOOKS OR ADDITIONAL MATERIALS NEEDED?

Course Materials

You will receive the course materials both in hard copy and electronic on the first day of class. There will also be additional reading materials provided to you.

Other Requirements

As the industry technology and rules change, we modify and renew our course curriculum. Students are eligible to return to LitWorks in order to maintain their standing after completing the courses.



CONTINUING LEGAL EDUCATION (CLE) COURSE OFFERINGS

DOES LITWORKS OFFER CLE CREDIT?

CLE credits

DTI programs are CLE approved in many states. For more information on getting CLE credits approved, please contact Samantha Green, Esq., or sgreen@dtiglobal.com.

HOW CAN LITWORKS TRAINING HELP MY CAREER DEVELOPMENT?

End Result

Professionals who attend and perform the assessment will pass with a Certificate from LitWorks. Our pass/fail rate is 80%. Those who pass are able to leverage their training and certification through elevating themselves in their career and current position at law firms, corporations, government entities or service providers. This credential has been obtained by over 1,200 legal professionals to date. LitWorks is typically contacted by employers seeking references and verifying that the applicant has completed and passed the course work in order to be hired.

Other Benefits

- Elevated career options
- Increased earning potential
- Value by the law firm, corporation or government agency as a trusted advisor and subject matter expert
- Increased visibility within their organizational structure
- Credibility with a law firm's client (in-house counsel) with respect to their technical prowess and understanding of technology, case law, EDRM, FRCP and the overall management of eDiscovery
- Professional development
- Industry recognition as a subject matter expert in eDiscovery

WHAT IS THE CANCELLATION POLICY?

Cancellations/Rain checks/Substitutions

1. You may cancel your training class up to 30 days before your training date. You will receive a full refund.
2. For cancellations of 30 days or less before the training date, your invoice will be billed at 50% of the rate fee for the class.
3. For cancellations that are less than 2 weeks before the training date, you will be billed at 75% of the rate fee for the class.
4. For cancellations that are less than 1 week before the training date, there are no refunds and you will be billed at the full rate for the training class.
5. Please sign below acknowledging your understanding of the cancellation policy.