EFFECTIVE FALL 2014

About the Program(s)

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 one of our NTC training facilities 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 on the LitWorks website @ www.litworks.net. Or contact Kim Meyer @ kmeyer@dtiglobal.com, or (727) 366-5050. For more information on our CLE Programs, please contact Samantha Green @ sgreen@dtiglobal.com.

Target Audience

- Licensed Attorneys/JD's
- Contract Attorneys (Document Review)
- Certified Paralegals
- Litigation Support Managers
- Litigation Support Professionals
- Records Managers
- Project Managers
- Forensic Experts
- Service Providers
- Professional Development Managers and Trainers
- Law Firm Managers
- IT Managers and Directors

Locations

- Our National Technology Center is located at Two Ravinia Drive, Suite 850, Atlanta, Georgia. If you made reservations at the Crowne Plaza, we are in the office complex behind the hotel (5 minute walking distance) and the main number is 770-390-2700.

Travel and Hotel Accommodations — Atlanta, Ga.

- Public Transportation – If you are planning to take MARTA (mass transit) from the airport, please note that the schedule changes on the weekends should you fly in early. The website is: (www.itsmarta.com).
- Taxi – The approximate cost for taking a cab/taxi will range from $60 - $70 coming in from the airport. Given the legacy traffic that Atlanta has, it could take the better of an hour to get to the office; therefore, we recommend MARTA.

- Hotel – **Please note:** When making your hotel reservations at the Crowne Plaza Ravinia [800-420-7969], you can ask for the Document Technologies, Inc. rate at $129.00 per night. *This is not a direct bill therefore, you will have to use your own credit card to secure the reservations and be responsible for the payment.* DTI does not cover hotel charges for the class.

Group Discounts

For groups of 6 or more and for a class up to 10 attendees, LitWorks will extend a professional courtesy discount of 40%.

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.

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.

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.

CLE Credits

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

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 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.

Overview of Program Curriculum

Course 101 – Litigation Support Professional Training *$2,200.00 per attendee.* This 5–day course provides litigation support professionals with a unique opportunity to learn industry best practices through hands-on experience, networking with other litigation support specialists, and a review of software tools used in the marketplace. Litigation support professionals are equipped with the skills they need to effectively review a case, assess its needs and make a comprehensive recommendation on how best to manage a case from start to finish. This course is designed for anyone with 1–5 years of litigation support experience. Litigation paralegals, document review attorneys and IT professionals are also excellent candidates for this training program. The courses build subject matter expertise for the litigation support professional; therefore, **we strongly recommend taking this course before** taking the Project Management Course or any other course. Students receive their own individual cases to read (e.g., *JPMC v. Liberty Mutual*, et al, *Zubulake v. UBS, Coleman v. Morgan Stanley, etc.*) and discuss their implications for ESI issues. From the case the student is given, he or she will develop two processing options for ESI and a budget for the case, then deliver a presentation on the final day of class.

Course 201 – **Litigation Support Project Manager Training** *$1,950.00 per attendee.* This 3–day course focuses on sharpening litigation support/project management skills. Attendees will receive practical resources & tools such as checklists, job aides and templates that they can immediately apply to their daily work as a litigation support project manager. This course discusses the advantages to using the EDRM framework as a means to legal project management and takes a deep dive into Agile/SCRUM, Lean Six Sigma and other project management methodologies. This course is designed with the experienced litigation support professional in mind (five years or more experience) as participants learn how to navigate the rough waters of today's high-risk and fast-paced litigation environment.

Course 301 – **eDiscovery Specialist Boot Camp Training** *$2,500.00 per attendee.* This advanced 5–day "Top Gun" program provides attorneys, paralegals and litigation support professionals with a unique opportunity to learn litigation technology. The course is designed for anyone with five or more years of paralegal or litigation support experience. Litigation associates, document review attorneys and IT professionals are also excellent candidates for this training program. Upon successful completion of our tests/projects and the LitWorks program, participants would be designated as "eDiscovery Specialists" and become the firm's A–Team with respect to eDiscovery work.

Workshops Include 30 Hours

- Discussion – A Case Assessment
- eDiscovery Challenges
- The Evolving Role of the Legal Professional as an eDiscovery Project Manager
- Coordination with Litigation Support
- Role of LSPM
- Evolution – Industry and Technology Moving Forward
- Best Practices in Case Management
- Training by Attorneys
- History of eDiscovery (26A, SOX)
- Federal Rules of Civil Procedure re: ESI
- Overview of Federal Amendments (2006)
- Selected Local Rules [Local Rules & ESI Statutes – District of Kansas, Maryland, N. Dist. of Calif.]
- Case Law – (ESI and Predictive Coding Cases)
- 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
- Clawback Agreements – FRE 502 Discussion
- Processing Data – eCapture/IPRO
- 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 – 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
- Data Analytics – Early Case Assessment Tools (Nuix Presentation)
- Technology Assisted Review (Equivio Core Presentation)
- The 26(f) Meet & Confer Conference
- Relativity End User Training
- Cross Border and eDisclosures
- Foreign Data Laws – U.K. Perspective
- The Role of the Specialist as a Consultant
- Budgeting

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.

Costs
Costs for in–classroom training range from $495.00 – $2,500.00 per attendee in a public class setting. Custom in-house trainings range from $5,000.00 – $20,000 per class and depending upon the curriculum.

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

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, F.R.C.P and the overall management of eDiscovery
- Professional development
- Industry recognition as a subject matter expert in eDiscovery

Pre-certification 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.