



LitWorks™ Certified Litigation Support Professional Training

This 4-Day course provides litigation support professionals a unique opportunity to learn industry best practices through hands-on experience, networking with other litigation support specialists, and 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 that case from start to finish. This course is designed for anyone with 1 – 5 years of litigation technology support experience. Litigation paralegals, document review attorneys and IT professionals are also excellent candidates for this training program.

2010 Class Schedule:

- April 20-23
- July 20-23
- October 12-15

\$2100
Per Attendee

Attendees will learn:

- Litigation Management Concepts
- Discovery Project Management Methodology
- How to Assist Case Teams with Responding to Electronic Discovery Requests

Workshops Include:

- The Corporate Perspective – Litigation Readiness Planning & Execution
- Cool Tools & Technology Overview
- Introduction To Electronic Discovery Best Practices & Concepts
- Managing & Responding To Discovery Requests
- Litigation (EDD) Case & Project Management
- Managing Internal & External Resources
- Defining The Role & Responsibilities Of Litigation Support Professionals
- Overview Of Traditional Litigation Support Techniques & Strategies
- Database Design Methodology
- Strategies For Managing Transcripts
- The Lifecycle Of A Matter
- Effective Billing, Cost Containment & Cost Recovery Best Practices

*Class is in session each day from 9:00am until 4:30pm.
There are two 15 minute breaks each day plus a 75 minute lunch period*

To Register for This Course:

Contact Erika Santiago, National Training & Development Manager, LitWorks™ A DTI Company

404-610-0270 or esantiago@litworks.net