E-Discovery
In the Trenches
A Step-by-Step Guide

April 22, 2013
Charleston, WV — Capitol Conference Center
8.5 WVCLE Hours

- Participate in a discussion with The Honorable Christopher C. Wilkes and The Honorable James J. Rowe, members of the WV Business Court Division
- Explore whether a complex e-discovery issue might qualify a lawsuit for referral to the new WV Business Court Division
- Be guided through each phase of the e-discovery process by experienced attorneys and experts

Capitol Conference Center (corner of Capitol and Lee Streets) - Free Wifi
$60 members; $120 non-members (paralegals/IT professionals welcome)
Lunch included
Register Online: http://www.appyide.org/events/
E-Discovery In the Trenches: A Step-by-Step Guide
The Appalachian Institute of Digital Evidence — Fourth Annual Conference
April 22, 2013, 8.5 WCLE Hours
Charleston, WV — Capitol Conference Center

Seminar Outline

8:00 a.m.  Registration – *Enter to win a iPad mini*
8:50  Welcome and Introductions
9:00  Program
   I. Understanding the Claims
      *(Introduction of the Case Study – Demonstration)*
   II. Preservation Decisions and Litigation Holds
   III. Communicating with Your Client About Internal Systems and Litigation Preparedness Measures *(Demonstration)*
   IV. Investigating Individual and Entity Data Locations *(Demonstration)*
   V. Early Cooperation Conference *(Demonstration)*
   VI. Propounding Discovery Requests

11:50 – 1:00  Lunch - Provided
   VII. Collection
   VIII. Processing and Filtering *(Demonstration)*
   IX. Scoping Review *(Demonstration)*
   X. Responding to Discovery Requests
   XI. Productions

3:50 p.m.  E-Discovery Judges Panel

   **The Honorable Christopher C. Wilkes,** *Judge of the Twenty-Third Judicial Circuit and Chairman of the WV Business Court*

   **The Honorable James J. Rowe,** *Judge of the Eleventh Judicial Circuit and Panel Member of the WV Business Court*

5:30 p.m.  Reception

Faculty

**KELLY GRIFFITH,** a member of Spilman Thomas & Battle, PLLC, primarily practices law in the area of general civil litigation, with emphasis in electronic discovery. Ms. Griffith serves as the 4th Circuit Liaison to the Seventh Circuit E-Discovery Pilot Program Committee and as a member of the Lawyers for Civil Justice West Virginia E-Discovery Task Force. She is also involved with Working Group 1 of The Sedona Conference and DRI’s E-Discovery Subcommittee and was recently elected an officer of the Appalachian Institute of Digital Evidence.

**JILL McINTYRE,** a lawyer with Jackson Kelly PLLC, has been following the development of electronic discovery law since 2006 and regularly advises clients and colleagues about related best practices, ethical duties, and technologies. She recently worked with her firm’s Electronic Discovery Practice Group and Technology Committee to normalize the management of client data and social media capture. Ms. McIntyre is a founding member of the Appalachian Institute of Digital Evidence.

**EMILY GOODWIN KIME** is the founder and president of Vail Legal Technologies, a litigation support company specializing in e-discovery, electronic trial presentation services, trial graphics, legal video, and legal software training. Vail Legal is partnered with a nationally recognized leader in e-discovery services, eTERA Consulting, to provide clients a full range of data management and electronic discovery solutions, technology resources and experienced subject matter experts.

**TODD HALEY** is the Vice President of Business Intelligence for eTERA Consulting, Washington D.C. Mr. Haley is responsible for managing eTERA Consulting’s electronic discovery specialists and the processes and procedures necessary to ensure the handling of all projects. As a strategic partner to Vail Legal Technologies, Mr. Haley and eTERA provide electronic discovery components to clients of Vail Legal. Those components include advanced processing, hosting, analytics and consulting. He confers regularly with lawyers to assist in their electronic discovery matters, with emphasis on joint defense groups, multi-district litigation and class actions.

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The Appalachian Institute of Digital Evidence is a regional not-for-profit organization offering e-discovery education and resources for lawyers, judges, and their agents.