

## e-Discovery Best Practices: Leading Lawyers on Navigating e-Discovery Requests, Evaluating Existing Policies, and Identifying Best Practices (Inside the Minds)



e-Discovery Best Practices is an authoritative, insiders perspective on best practices for effective e-discovery. Featuring partners and chairs from some of the nations leading law firms, these experts guide the reader in evaluating existing policies, understanding current trends, and managing electronic data. From creating a document retention plan to prioritizing a successful defense, these leaders offer strategies for developing policies and instituting training on technologies integral for effective e-discovery. Additionally, these top lawyers give tips for executing litigation, identifying enforcement issues and costs, and avoiding common mistakes. Finally, these experts discuss working with key players, conducting self-tests and audits, and adhering to legal standards. The different niches represented and the breadth of perspectives presented enable readers to get inside some of the great legal minds of today, as these experienced lawyers offer up their thoughts around the keys to navigating an increasingly-enforced and rapidly-changing area of law. Inside the Minds provides readers with proven business intelligence from C-Level executives (Chairman, CEO, CFO, CMO, Partner) from the worlds most respected companies nationwide, rather than third-party accounts from unknown authors and analysts. Each chapter is comparable to an essay/thought leadership piece and is a future-oriented look at where an industry, profession or topic is headed and the most important issues for the future. Through an exhaustive selection process, each author was hand-picked by the Inside the Minds editorial board to author a chapter for this book. Chapters Include: 1. Daniel M. Anderson, Partner, Schottenstein, Zox & Dunn Co. LPA Benefits of Implementing e-Discovery Best Practices 2. Richard A. Samdal & Charles M. Denton, Partner and Chair of Technology Committee & Partner and Chair of Environmental

Litigation Group, Varnum Riddering Schmidt & Howlett LLP The Evolution of e-Discovery 3. Melissa E. Darigan, Partner, Partridge Snow & Hahn LLP ESI Management and e-Discovery: Successful Strategies 4. Frank J. Bailey, Attorney, Sherin and Lodgen LLP Responding to e-Discovery Trends: Meeting e-Discovery Obligations in a Dynamic Technology Environment 5. Michael Anderton, Counsel, Tucker Ellis & West LLP The Pain and Discomfort Caused by Discovery of Electronic Information in Litigation can be Managed and Reduced 6. James Anelli, Shareholder, LeClairRyan Implementing Effective e-Discovery Programs 7. Eric S. Adams, Partner, Shutts & Bowen LLP Electronically Stored Information and e-Discovery: Emerging Trends and Best Practices 8. John R. Branson, Shareholder, Baker, Donelson, Bearman, Caldwell & Berkowitz PC Recent Trends in the e-Discovery Realm 9. Elizabeth Acee, Partner, Tyler Cooper The Cyber Six: Best Practices to Avoid e-Discovery Disputes Appendices Include: Appendix A: Spoliation Notice Appendix B: Preservation Letter Appendix C: Database Collection Form Appendix D: Data Harvesting/Collection Questionnaire Appendix E: Initial Document Collection Interview Form Appendix F: Questionnaire for IT Staff Re: e-Discovery Compliance Appendix G: Sample Report of Parties FRCP 26(f) Planning Conference Appendix H: Sample Litigation Hold Letter Appendix I: Amendments to the Federal Rules of Civil Procedure Appendix J: Sample Memo RE ESI Appendix K: Suggested Protocol for Discovery of Electronically Stored Information (ESI) Appendix L: Local Rules of Civil Procedure

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