

# TABLE OF CONTENTS

## Introduction and Overview

Critical Questions that Need to be Answered

A Road Map through this Book

## How to Use this Book


### I. Should the Litigation Go Forward?

*Introduction*


#### A. Evaluating the Case – The Facts and The Law

*Introduction*

##### 1. The Facts


- a. Management Principles
- b. Management Techniques and Materials
  -  **Factual Development Summary**

##### 2. The Law

- a. Management Principles
- b. Management Techniques and Materials
  -  **Legal Research Summary**


#### B. Budgeting for the Litigation

*Introduction*

1. Management Principles
2. Management Techniques and Materials
  -  **Budget Worksheet**



#### C. Deciding Whether to Bring Suit

*Introduction*

1. Management Principles
2. Management Techniques and Materials
  -  **Evaluation Worksheet**

#### D. Deciding Whether to Settle

*Introduction*

1. Management Principles
2. Management Techniques and Materials
  -  **Settlement Worksheet (Plaintiff)**
  -  **Settlement Worksheet (Defendant)**

## II. Is the Litigation Team Being Managed Efficiently?

### *Introduction*

#### A. Chapter Overview

#### B. Is the Matter Properly Staffed?

##### *Introduction*

1. **Establishing the Litigation Team**
  - a. Size and Composition of the “Core Team”
  - b. Role of Core Team Members
2. **Managing the Core Team Members Effectively**
  - a. Motivation
  - b. Leadership
3. **Assigning Work to Appropriately Experienced Attorneys**
  - a. Management Principles
  - b. Management Techniques and Materials

##### **Core Team Assignment Chart**

#### C. Do Core Team Members Have Access to the Information They Need?

##### *Introduction*

1. Management Principles
2. Management Techniques and Materials

##### **Case Management Binder:**

-  **Game Plan**
-  **Factual Development Summary**
-  **Legal Research Summary**
-  **Glossary of Key Terms**
-  **Names List**
-  **Document Management Folder Menu**
-  **Contact List**

#### D. Are Meetings Used Effectively?

1. Management Principles
2. Management Techniques and Materials

##### **Meeting Agenda**



## III. Is the Discovery Process Being Managed Efficiently?

#### A. The Discovery Process - Overview













1. Traditional Discovery
2. Electronic Discovery

## B. Is the Document Discovery Process Being Managed Properly?






### *Introduction*

1. **Does the Core Team Fully Understand what is Required by Both Parties?**
  - a. Management Principles
  - b. Management Techniques and Materials
    -  **Document Request Summary (Defensive Discovery)**
    -  **Document Request Summary (Offensive Discovery)**
2. **Are Attorneys Prepared for Collecting Documents?**

### *Introduction*

- a. **Preparing for an Efficient Document Collection**
    - i. Management Principles
    - ii. Management Techniques and Materials
      -  **Document Collection Binder:**
        -  **Documents to be Collected**
        -  **Employee Interview List**
        -  **Names List**
        -  **Glossary of Key Terms**
        -  **Collection Procedure**
        -  **Scanning Procedure**
  - b. **Collecting Documents on Site with Minimum Disruption**
    - i. Management Principles
    - ii. Management Techniques and Materials
      -  **Employee Interview Form**
      -  **IT Representative Interview Form**
      -  **Collection Log (*Hard Copy* Documents)**
      -  **Collection Log (*Electronic* Documents)**
      -  **Collection Sheet**
3. **Are Attorneys Prepared to Review Documents?**

### *Introduction*

- a. Management Principles
- b. Management Techniques and Materials
  -  **Document Review Binder:**
    -  **Coding Instructions: *Client* Documents**
    -  **Coding Instructions: *Opponent's* Documents**
    -  **Names List**
    -  **Glossary of Key Terms**

 **Factual Development Summary**

 **Legal Research Summary**

 **Discovery Requests**

**4. Are Discovery Documents Being Properly Tracked and Indexed?**

**a. Tracking Discovery to Avoid Redundancies and Omissions**

*Introduction*

**i. Tracking Produced Documents**

*Introduction*

(1). Management Principles

(2). Management Techniques and Materials

 **Discovery Tracking Log (Defensive)**

**ii. Tracking Responses to Offensive Discovery**

*Introduction*

(1). Management Principles

(2). Management Techniques and Materials

 **Discovery Tracking Log (Offensive)**

**b. Indexing Documents for Ease of Reference**

*Introduction*

i. Management Principles

ii. Management Techniques and Materials

 **Document Index**

**C. Are Attorneys Properly Prepared for Privilege Review?**

*Introduction*

1. Management Principles

2. Management Techniques and Materials

 **Privilege Review Instructions**

 **Privilege Log**

**D. Are Attorneys and Witnesses Properly Prepared for Depositions?**

*Introduction*

1. Management Principles

2. Management Techniques and Materials

 **Witness Kit Checklist**

 **Witness Preparation Checklist**

 **Digest Form**

#### IV. Is the Motion Preparation Process Being Managed Effectively?

##### *Introduction*

1. Motions to Compel
2. Dispositive Motions

##### A. Management Principles

1. How Motions are Lost
2. The Mechanics of Preparing a Successful Motion

##### B. Management Techniques and Materials

 [Motion Preparation Checklist](#)

#### V. Are Attorneys Prepared for Trial?

##### *Introduction*

##### A. Management Principles

##### B. Management Techniques and Materials

 [Witness Kit Checklist](#)

 [Witness Preparation Checklist](#)

 [Trial Checklist](#)

 [Trial Management Binder:](#)

##### *Introduction*

 [Trial Game Plan](#)

 [Order of Proof](#)

 [Exhibit Tracking Logs \(\*Plaintiff's\* Exhibits\)](#)

 [Exhibit Tracking Logs \(\*Defendant's\* Exhibits\)](#)

 [Exhibit List by Bates Number](#)

 [Trial Contact List](#)

Pretrial Materials

Appendix

#### Appendices

- A. Quick Reference Guide to Cutting Costs and Improving Results
- B. Reporting
- C. The Strengths and Weaknesses of Litigation Guidelines
- D. Authors' Biographies
- E. Work Flow Chart

#### Index

