

Before we continue, let us emphasize that such information should be available to Inhouse Counsel as well for several reasons.⁵ First, access to the information will be one of the primary means Inhouse Counsel has to verify that Outside Counsel is properly organizing, updating and distributing information in an effective and efficient manner. Second, a clear window into the Core Team's understanding of the facts will make it easier for Inhouse Counsel to know whether additional client resources are needed respecting fact development. Third, access to well organized case information will make it easier for Inhouse Counsel to fulfill its internal reporting responsibilities.

2. Management Techniques and Materials

The Case Management Binder

The surest way for Outside Counsel to manage case information effectively is by way of a **Case Management Binder**.⁶ Properly maintained, a **Case Management Binder** will enhance the Core Team's efficiency and effectiveness by bringing together important pieces of related information from disparate sources into single, focused, and easy-to-understand documents that can readily be updated and distributed to team members to promote communication, efficiency, teamwork, and attorney development, as well as to facilitate planning. The individual documents follow the categories of case management information discussed above:

Game Plan

Factual Development Summary

Legal Research Summary

Glossary of Key Terms

Names List

Document Management Folder Menu

Contact List

The content, layout, and purpose of each document are described below.

As a threshold matter, however, there are certain considerations concerning the **Case Management Binder** as a whole that should be kept in mind:

⁵ To the degree such information includes confidential information produced by an adversary, the protective order in the case, if any, should be carefully considered before providing such documents to Inhouse Counsel. If necessary, confidential information provided by an adversary should be removed from such documents to ensure that Inhouse Counsel does not have access.

⁶ The "binder," of course can be physical or virtual (or both).