

Arkfeld's Best Practices Guide: Information Technology Primer for Legal Professionals

This publication provides a primer for understanding the "information technology infrastructure" of organizations. This primer includes discussion of ESI types (including metadata), file systems, forms as well as locations where ESI can be found.

Contents include: Overview of IT in Organizations and the Electronic Discovery Process; IT Infrastructure of a Company's IT People, Hardware, Software and Networks; ESI Types, File Systems and Structure of Data; Sources, Storage, Locations, Metadata and Concealment of ESI; Computer Technology Available to Search, Identify, Review and Produce ESI.

Arkfeld's Best Practices Guide for ESI Pretrial Discovery—Strategy and Tactics

This publication contains strategy and tactics for handling specific ESI issues throughout pretrial discovery. These include scope of discovery, preservation obligation, controlling costs, search methodology, form of production, accessibility of ESI and cost allocation, and more.

Contents include: The Basics of Electronic Discovery; Preparing an Overall Plan and Strategy; ESI Issues and Strategy—Seventeen Critical Issues; Litigation Stages and Procedural Discovery Rules.

Arkfeld's Best Practices Guide for Legal Hold

This completely revised publication provides strategic guidance, recommendations and practice forms necessary in preparing for and implementing a "legal hold." It covers the components of a legal hold readiness plan to identify, preserve, collect, process and review electronic data for disclosure in a timely manner. Practical tips include sample legal hold procedures and forms manual for an organization, preservation notice letters for clients and opposing counsel, and a section on information technology discovery questions.

Contents include: Overview of Legal Hold and Electronic Discovery; Overview of Information Technology; Legal Hold Readiness Plan; Legal Hold (Court Directives, Duties and Tasks); Organization Legal Hold Procedures and Forms Manual; Law Firm Legal Hold Procedures and Practice Forms.

Arkfeld's Best Practices Guide for Electronic Discovery and Evidence

This guide offers an overview and workbook for the myriad legal and technological issues that need to be addressed whether you are requesting or producing "electronically stored information" (ESI). This workbook provides a plan and pretrial steps in discovering and disclosing ESI. Also included is a 15-page "meet and confer" planning guide which outlines the key topics and questions for a pretrial conference.

Contents include: The Basics of Electronic Discovery; Electronic Discovery Plan; Requesting Electronic Information; Responding to an Electronic Discovery Request; Admission of Electronic Evidence; Amendments to the Federal Rules of Civil Procedure; "Meet and Confer" Planning Guide.

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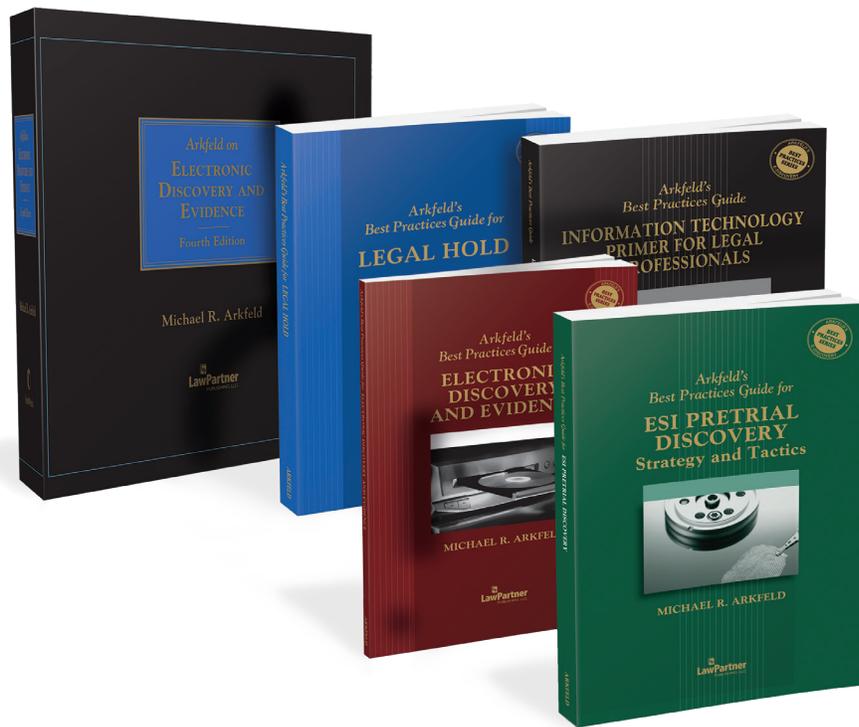
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Arkfeld on Electronic Discovery and Evidence, Fourth Edition

Michael R. Arkfeld



An essential resource for all litigators.

Any client can be impacted by yesterday's voicemail, today's email and tomorrow's text message.

Your discovery process involves electronic evidence and electronically stored information (ESI) more than ever before. Mastery of ediscovery is essential—whether you need a basic understanding of the language and the risks, or need advice on managing ESI and uncovering hidden electronic evidence. And all litigators must stay apprised on how courts are ruling on electronic discovery issues.

Arkfeld on Electronic Discovery and Evidence provides comprehensive guidance, with clear explanation of the technical concepts, as well as discussion of the latest legal developments in this area.

Become a master of ediscovery.

- Comprehend and grasp the language of ESI, different electronic formats and key technological concepts.
- Discern the latest requirements and procedures related to the discovery and admissibility of electronic evidence across all 50 states plus the 2015 amendments to the Federal Rules of Civil Procedure.
- Know how the federal and state courts are ruling on ediscovery and evidentiary issues.
- Leverage the best legal practices from a thought leader in the field of ediscovery.
- Take advantage of numerous forms and checklists.
- Understand every aspect of the process including legal holds, source and location of electronic evidence, and outside expert assistance.
- Exclusively available with purchase of the printed format, customers receive a downloadable file containing the full text of the treatise and Best Practice Guides. The file provides sample discovery forms along with hypertext links to cited authorities.

Written by a leading authority.

Michael R. Arkfeld, Esq., is a civil litigator, speaker and author involved on a daily basis in the discovery and admission of electronic information. Mr. Arkfeld is the Founder and Director of Education for eDiscovery Education Center and Director of the Arkfeld eDiscovery and Digital Program at the Sandra Day O'Connor College of Law at Arizona State University. This program hosts the annual ASU-Arkfeld eDiscovery and Digital Evidence Conference held in March of each year. As a former assistant U.S. attorney for the District of Arizona, Mr. Arkfeld handled multimillion-dollar cases involving personal injury, medical malpractice, and a host of other tort claims. He has appeared before both federal and state appellate courts and has extensive experience in jury and bench trials.

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Hon. John M. Facciola (ret.) served as a United States Magistrate Judge for the United States District Court for the District of Columbia (1997 – 2014) and is a frequent lecturer on the topic of electronic discovery.

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