Facts can't be recounted; much less twice over, and far less still by different persons. I've already drummed that thoroughly into your head. What happens is that your wretched memory remembers the words and forgets what's behind them.

- Augusto Roa Bastos

Table of Contents

Introduction

Manual Control of Case Information
   Digital Control of Case Information
   What is Information Technology (IT) Management
   Objective of IT

Implementing IT

Case Litigation Workflow
   Litigation Workflow
   Preliminary Considerations
   IT Requirements
   IT Tasks & Workflow

Digital Case Management / Trial Notebook

Case Management
  Trial Notebook
  IT Options
  Integrated IT
   Coding
  Connecting Information

IT Management of Specific Case Materials

Screening
  Databases
  Designing
  Sample Fields
  Indexing
  Discoverability
  Numbering Systems
   Coding Documents
  Personnel issues
  Retrieving Doc Info
  Searches
  Reports
  Integrating Images
  Imaging Software
  Cost Comparisons
  Imaging Steps
  Outsourcing

Depositions and Trial Testimony

Interrogatories, Pleadings, Motions and Request for Admissions

Calculating Damages

Conclusion