Civil Litigation: e-Discovery Essentials

Date: Thursday, October 9, 2014 | 8:30 am
Location: Twenty Toronto Street Conferences and Events
20 Toronto Street, 2nd Floor, Toronto

Program Chairs: Susan Nickle, London Health Sciences Centre

This program contains 0.75 Professionalism Hours
This program is eligible for up to 0.75 Substantive Hours
The OBA has been approved as an Accredited Provider of Professionalism Content by The Law Society of Upper Canada.

If you are new to the world of e-Discovery or are responsible for e-Discovery within your firm or organization and need a primer on what it all means, “e-Discovery Essentials” was developed especially for you. Leading experts in this rapidly growing field will provide best practices for all phases of an e-Discovery project from identification and preservation through collection, processing, analysis and review, and production. This breakfast program will provide you with an understanding of the basic principles that are essential to managing e-Discovery in any type of proceeding or size of matter. This program is also an excellent introduction to the full day 2014 E-Discovery Institute that is taking place on October 30th at the OBA in Toronto.

8:00 am Registration and Coffee
8:30 am Welcome and Opening Remarks from Chair
8:35 am What is e-Discovery?
Susan Nickle, London Health Sciences Centre
• How is electronic discovery different from paper discovery?
• Explanation of available guidelines and resources
• The Electronic Discovery Reference Model (EDRM)
• The Sedona Canada Principles
• An overview of key terminology: what counsel must know

8:45 am Discovery Plans and Meet and Confer Sessions
Kathryn Manning, Wortzmans
• Best practices to ensure the discovery process is cost-effective at each stage
• Planning for the discovery process
• Key issues for discussion at the Meet and Confer, including counsel’s obligations

8:55 am Identification
Thomas Sutton, McCarthy Tétrault LLP
• Available sources of information
• Best practices to identify what evidence you need for your case

9:05 am Preservation
Thomas Sutton, McCarthy Tétrault LLP
• Preservation obligations
• Legal holds
• Counsel’s responsibilities
• Properly implementing the legal hold process

8:45 am Collection
Kathryn Manning, Wortzmans
• The benefits of a targeted collection
• Explanation of collection processes

9:20 am Processing and Analysis
Susan Nickle, London Health Sciences Centre
• Best practices for culling and analysis
• Technology tools
• Working with vendors and/or in-house IT: what counsel needs to know

9:30 am Lawyer Review
Susan Nickle, London Health Sciences Centre
• Best practices to cost-effectively manage the most expensive phase of discovery
• Planning, project management, technology

9:45 am Production
Kathryn Manning, Wortzmans
• Standard fields and formats for production

9:50 am Question and Answer Session
10:00 am Program Concludes

Joint with:

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*Plus applicable taxes
** Registration for the Live format closes 1 day before the program. Late registrations and walk-ins not available. Webcast registration will remain open.

PROGRAM REGISTRATION IS ONLINE www.oba.org/pd

Questions? pd@oba.org

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