

Critical Issues On The Agenda

8:30 a.m. - 9:15 p.m.

I. Written Discovery

- Douglas A. Miller
- A. Interrogatories
- B. Requests For Production
- C. Requests To Admit
- D. Independent Medical Examinations
- E. Subpoenas
- F. Privileges
- G. Responses And Objections
- H. Motions To Compel

9:15 a.m. - 11:30 a.m. (Break 10:30 a.m. - 10:45 a.m.)

II. The Electronic Overlay To Traditional Discovery

- Scott A. Carlson
- A. What Is Discoverable In The Electronic Age?
- 1. Understanding Data
- 2. Traditional Discovery Tools For Electronic Data
- B. Managing Electronic Data In The Discovery Process
- 1. Litigation Support
- 2. Web Based Repositories
- 3. Understanding Metadata
- 4. The Role Of Computer Forensics
- 5. Understanding Costs Of eDiscovery
- C. The Future Of eDiscovery
- 1. Amendments To The Federal Rules Of Civil Procedure
- 2. Other Issues

11:30 a.m. - 12:15 p.m.

III. Trial Preparation

- Douglas A. Miller
- A. Calling Party And Witness Attendance
- B. Exhibits
- C. Deposition Abstracts/Summaries
- D. Motions In Limine

12:15 p.m. - 1:15 p.m.

Lunch (On Your Own)

1:15 p.m. - 2:45 p.m.

IV. Discovery Research

- Mark Giangrande
- A. Using The Library To Locate Materials: How Do I Find It?
- 1. Discovery Resources Available In The Typical Law Library
- 2. Resources That Inform The Litigator In Highly Technical Cases
- 3. Bibliographic Tools: Beyond The OPAC
- B. Forms, Commentaries And Samples: What Is Out There?
- 1. Specific Items, Such As Publications In The AmJur Series (West), Bender (Lexis) And Other Publishers That Aid In Content And Form Of Discovery Requests
- 2. Paper And Online Sources: Free (Internet) And Commercial (Lexis/Westlaw)
- 3. Online Information Databases Related To Preparing Discovery Materials
- C. Specialty Discovery Research
- 1. Medical Malpractice
- 2. Accident And Injuries
- 3. Other Specialty Litigation
- D. Research Wrap-Up

2:45 p.m. - 3:00 p.m.

Break

3:00 p.m. - 4:30 p.m.

V. Attorney-Client Privilege

- Howard S. Suskin
- A. Review Of Documents For Privilege
- B. Creating Privilege Logs
- C. Dealing With Inadvertent Production Of Privileged Documents
- D. Challenging Assertions Of Privilege In Discovery

Lorman Education Services reserves the right to modify

the agenda and the faculty when circumstances are beyond our control.

You will receive a professionally prepared manual at this seminar. If you are unable to attend, you may order a CD audio recording and manual. Please see back panel for details.

The Benefits For You

As with any professional, paralegals and legal assistants are most effective when they are well-informed and kept up-to-date on important information pertinent to the field in which they work. This seminar is designed to provide legal professionals with information on a variety of different topics they may encounter on any given day in a busy law office. Paralegals and legal assistants may use this knowledge in their daily activities to best support the role of the attorney.

Seminar highlights:

- Written discovery
- The electronic overlay to traditional discovery
- Trial preparation
- Discovery research
- Attorney-client privilege

Learning objectives:

- The attendee will be able to discuss traditional discovery tools for electronic data.
- The attendee will be able to identify motions in limine.
- The attendee will be able to explain online information databases related to preparing discovery materials.

Written Materials/CD Audio Recordings

You will receive a professionally prepared manual at this seminar. This manual has been compiled by the faculty specifically for this seminar. The seminar will be recorded. Your registration constitutes your consent to such recording. If you cannot attend, you may order a set of the digitally recorded CDs and the accompanying manual from this program by using the registration form on the back panel.

Continuing Education Credit

Please remember to bring your license number, ID or other necessary information to the seminar. This will ensure timely reporting of continuing education credit.

This seminar meets the requirements of the Continuing Board for Legal Assistants of the National Association of Legal Assistants, for continuing legal assistant education credit required to maintain the CLA (Certified Legal Assistant) credential for 0.60 credits.

This program has been approved by the National Federation of Paralegal Associations for 6.00 hours of NFPA continuing education credit.

 Lorman Business Center, Inc. is an Authorized Provider by the International Association of Legal Assistants for continuing legal assistant education credit. For more information, please contact IALA at 1-800-541-9913. CEUs to participants who successfully complete this program. Participants must complete an evaluation in order to receive CEUs. Please verify applicability with your professional board before attending.

Register Now • www.lorman.com

Our Distinguished Faculty

Scott A. Carlson is a partner in the Commercial Litigation Group of Seyfarth Shaw LLP. Mr. Carlson co-chairs the firm's Electronic Discovery Task Force and focuses his practice on issues associated with electronic discovery and high technology, including issues such as electronic document preservation, production, spoliation and computer forensics. Mr. Carlson is also an adjunct professor at John Marshall Law School, where he teaches a course on eDiscovery, digital evidence and computer forensics as part of its LL.M. degree program on Information Technology And Privacy Law.

Mark Giangrande has been in the law library profession since 1976. Mr. Giangrande earned his B.S. degree in education from Northwestern University and his J.D. degree from IIT/Chicago-Kent College of Law. He has been a member of the Illinois State Bar Association since 1981. Mr. Giangrande received his M.L.I.S. degree from The University of Texas at Austin. He has worked at six law schools in his career, including four in the Chicago area. For much of his career he has built and managed law school computer facilities. Mr. Giangrande currently works as a legal research specialist at the DePaul University College of Law Library, and has taught advanced legal research at DePaul over the last five years. He has written many articles on various topics, including the use and management of computers in law schools and libraries, legal research and DILL litigation among others. Mr. Giangrande has also lectured regularly to groups on the use of the Internet as a tool in legal research.

Douglas A. Miller is a partner with the Chicago firm of Haynes, Studnicka, Kahan, O'Neill & Miller LLP. A trial attorney with 20 years of experience, Mr. Miller has tried over 50 jury trials to verdict in state and federal court. He has authored over a dozen articles that have been published in various legal publications. He is also an adjunct professor of torts and civil procedure at Loyola University School of Law. Mr. Miller is profiled in *Who's Who of American Law* as well as *Who's Who in Education*. Mr. Miller is a graduate of the Illinois Institute of Technology and Boston College.

Howard S. Suskin is a partner in Jenner & Block LLP's Chicago office. He is co-chair of the firm's Class Action Litigation and Securities Litigation Law Practices. Mr. Suskin also is a member of the firm's Professional Liability Litigation Practice. Mr. Suskin has substantial first-chair experience representing individuals and business entities in civil and criminal securities matters, including securities fraud and misrepresentation claims, derivative actions claiming breach of fiduciary duty, contests for corporate control, insider trading investigations and broker-dealer issues. In addition to his litigation practice, Mr. Suskin also has substantial experience counseling and representing clients in connection with securities administrative and self-regulatory organization proceedings and in arbitrations. He is active as an arbitrator with the American Arbitration Association, the Chicago Board Options Exchange, the Circuit Court of Cook County, the National Futures Association, the National Association of Securities Dealers and the New York Stock Exchange. Mr. Suskin is an active member of the ABA Securities Law Committee, including serving as co-chair of the Class and Derivative Actions Subcommittee. Mr. Suskin is chairman of the Chicago Bar Association's Class Action Committee, former chairman and legislative liaison of the Chicago Bar Association's Securities Law Committee and continues as an active member of the Judicial Evaluation Committee. He is a frequent author and speaker on issues relating to class actions and securities law, and is the co-author of the leading treatise on Illinois civil practice. Mr. Suskin graduated from Northwestern University, with distinction and as Phi Beta Kappa, and obtained his J.D. degree with honors, from the University of Michigan Law School, where he served as editor of the *Michigan Law Review*. He is a member of the bars of Illinois, the Northern District of Illinois (including its trial bar) and the U.S. Courts of Appeals for the 4th, 6th and 7th Circuits.

Phone (866) 352-9539 • Fax (715) 833-3953

Hyatt Regency Chicago - East Tower • 151 East Wacker Drive
Registration: 8:00 a.m. - 8:30 a.m. • Session: 8:30 a.m. - 4:30 p.m.
Lunch Break: 12:15 p.m. - 1:15 p.m. (On Your Own)

Cancellations: Substitute registrants are welcome and may be named at any time. If you cancel six or more business days in advance, you will receive a full refund, less a \$20.00 service charge. If you cancel within the business days in advance, you are not entitled to a cash refund. However, as a courtesy, we will allow you to apply your payment toward any future Lorman seminar within one year from the date you cancel. Your payment is transferable. Please note that if you do not attend and you do not cancel as described above, you are responsible for the entire payment. If Lorman cancels a program, you will receive a full refund. Lorman disclaims any liability for any other direct or compensatory payment.

Copyright Statement: Lorman seminars are copyrighted and may not be recorded or transcribed in whole or part without its express prior written permission. Your attendance at a Lorman seminar constitutes your agreement not to record or transcribe all or any part of it.

The facility is wheelchair accessible. Please contact us with any questions.

Timely and relevant information delivered to your home or office.

To order the bookstore items below, see the back panel of the brochure or visit us online for complete ordering capabilities. CE credit information is also available online.

ITEM: 361458MAN
MANUAL ONLY \$69
 Kurt M. Carlson, J.D., Iisher & Wald, Ltd. ©2005. 162 pages.

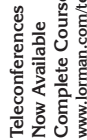
FACULTY: Alan R. Borlack, Bailey, Borlack, Nadelhoffer & Carroll; Geoffrey L. Gifford, Pavalon, Gifford, Laatsch & Marino; Daniel M. Kotin, Corboy & Demetrio, P.C.; Howard S. Suskin, Jenner & Block LLP. ©2005. 330 pages.

FACULTY: Ted A. Donner, Christina Schmucker, Donner & Company Law Offices LLC; Robert D. Kreisman, Kreisman Law Offices; Gregory L. Lacey, Dylkema Gossett PLLC; Patrick A. Salvi, Salvi, Schostok & Pritchard PC. ©2005. 80 pages.

**Satisfaction
Guaranteed!**

**Register by
May 12th
and save
\$50!**

Howard S. Suskin
Jenner & Block LLP



Continuing education credit:
 • NALA 0.60 • NFPA 6.00
 See inside for details.

LORMAN® Keeping You Current.
Helping You Succeed.™

EDUCATION SERVICES
A DIVISION OF LOEMAN BUSINESS CENTER, INC.

www.lorman.com • customerservice@lorman.com

Quantity	@	\$69
Quantity	@	\$79
Quantity	@	\$69
above	\$	
handling	\$	
(\$1.00 each additional)	\$	
Tax	\$	
TOTAL	\$	

Presorted Standard
 U.S. Postage Paid
 Permit No. 1877
 Eau Claire, WI

3616158MAN	Manual Only.....	Quantity.....	@	\$69
356136MAN	Manual Only.....	Quantity.....	@	\$79
356191MAN	Manual Only.....	Quantity.....	@	\$69

Order online today!
Lorman Bookstore (see inside for detailed descriptions)
Please include street address for timely and accurate delivery.

Order online today!

Priority Code: 17129

Seminar ID: 361163

Please route to:

- Paralegal
- Legal Assistant
- Managing Partner
- Administrator

Register by May 12th
and save \$50!

1. Name	E-mail	
2. Name	E-mail	
3. Name	E-mail	
Firm Name	E-mail	
Address		
State/Zip	Telephone ()	Fax ()
City		
Approving Manager		
Name	E-mail	Title
Method of Payment		
☐	Check enclosed payable to Lorman Education Services	
☐	Charge to credit card	
☐	AE	MC
☐	Visa	Signature
Card number		
© 2006 Lorman Education Services. All Rights Reserved.		
ID #	361163	
Exp. Date		

Product Orders Please allow four to six weeks after the date of the seminar for delivery. Your satisfaction is guaranteed.

☐ \$299 CD/manual package ☐ \$89 manual only

(Add \$7 shipping/handling, plus applicable sales tax, to product orders.)

Names of Attendees (Please print or type)

Seminar Tuition Includes manual

☐ \$279 for a single registrant ☐ \$269 each for two or more

☐ \$229 for a single registrant before May 12th

EDUCATION SERVICES
A DIVISION OF LORMAN BUSINESS CENTER, INC.

Phone: (866) 352-9539 (to register or for general questions)
Internet: www.lorman.com
E-mail: customerservice@lorma

If you need special accommodations, please contact us two weeks in advance of the program.

Mail: Detach or photocopy this panel and mail with payment information to:
Lorman Education Services, P.O. Box 509, Eau Claire, WI 54702-0509

Discovery Skills For Legal Staff In Illinois • Chicago, IL • June 28, 2006