



General Information

PRISM LITIGATION TECHNOLOGY

About Us

Founded in 1997, **Prism Litigation Technology** has earned a reputation as the Midwest's premier provider of automated litigation support services. Uniquely staffed with attorneys, paralegals, litigation support managers and technical personnel, Prism continuously exceeds expectations where others fall short. Much of Prism's success lies in our ability to surround the entire case experience, rather than simply acting as a service bureau. Whether you are beginning the pre-discovery process, commencing depositions or preparing for trial, our experienced litigation and production consultants infuse your case strategy with the benefits of automation.

We welcome the opportunity to discuss your needs and provide a customized solution that meets your end in mind in a cost-effective and efficient manner.

Mandi Ross

Mandi Ross
CEO / Managing Director

Professional Services

Litigation Consulting

- ◆ Process and Software Training for Corporate and Outside Counsel
- ◆ National Discovery Management
- ◆ Strategic Case Consultation
- ◆ Electronic Evidence Consulting
- ◆ Database Design
- ◆ Best Practices for Document Review and Production
- ◆ Facilitation of Attorney / Paralegal Subjective Review
- ◆ Paralegal Support
- ◆ Data Audits and Automated Production Services
- ◆ Litigation Support Help Desk

Technology Consulting

- ◆ Software Installation and Configuration
- ◆ Technology Testing and Integration
- ◆ Data / Image Audit Review
- ◆ Data Conversion
- ◆ IT Help Desk / User Support

Strategic Partner Programs

- ◆ Certified User Program
- ◆ Litigation Rebate Program
- ◆ LitSupport Lite™

Production Services

- ◆ E-Discovery Processing
- ◆ E-Discovery - Supplemental Coding
- ◆ E-Discovery - E-mail Names Normalization
- ◆ Logical Unitization
- ◆ Document Coding
- ◆ Imaging
- ◆ Optical Character Recognition (OCR)
- ◆ Printbacks / High-Speed Digital Printing
- ◆ Data Hosting

Certified Training

- ◆ General Attendance Training
- ◆ On-Site Classroom Based Training
- ◆ Customized Training

Trial Services

- ◆ Pre-trial Organization of Evidence
- ◆ Exhibit Management and Organization
- ◆ Video Clip Creation
- ◆ Transcript Conversion
- ◆ Trial Technology Management
- ◆ Trial Presentation
- ◆ On-Site Graphics
- ◆ On-Site Evidence Preparation
- ◆ War Room Design & Setup
- ◆ Courtroom Design & Installation



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Certified User Program

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Automating a case effectively throughout the discovery, deposition and trial phases of litigation can be a difficult and expensive process. If performed improperly, the impact to a law firm's credibility and a client's budget can be substantial. Prism Litigation Technology has developed the Certified User Program as a direct response to trends that we see in the legal industry.

Description

The Certified User Program is comprised of three levels of litigation technology certification: Basic, Intermediate and Advanced. Each level incorporates eight hours of training, web-based modular post-training review and competency testing. The certification process includes instruction on popular litigation support software as well as best practices for using technology at various stages throughout a lawsuit. After completing the required course work and passing a web-based exam, users will be awarded certification for each level they have accomplished.

Program Benefits

- ◆ Increased marketability to current and prospective corporate clients.
- ◆ Decrease in liability associated with the improper use of technology.
- ◆ Reduction in lost revenue due to inefficient use of technology.
- ◆ Cost savings to corporate client due to increased efficiency of staff.
- ◆ Quality of representation improves with increased understanding and usage of technology.
- ◆ Corporate clients expect law firms to leverage technology.
- ◆ Allocation of work can be streamlined by having more in-house resources who can complete assignments.
- ◆ Improved employee morale - continuing education, self-improvement, and greater job satisfaction.

Program Requirements

- ◆ Must complete both software and procedural component within 2 months.
- ◆ Courses can be completed either through Prism's monthly General Attendance forum, or on-site.
- ◆ Testing component and on-line proficiency exam must be completed within 30 days from last course attended.

Levels of User Certification

Level 1 - Basic Litigation Technology Concepts

- ◆ P-01 Automating a Case Effectively (2 hours)
- ◆ S-02 Introduction to Summation (hands-on) (4 hours)
- ◆ P-02 Creating a Database That Works (2 hours)

Level 2 - Intermediate Litigation Technology Concepts

- ◆ P-03 The New Frontier – Best Practices for Managing the Convergence of ESI and Paper Evidence (2 hours)
- ◆ S-03 Intermediate Summation - Part I (4 hours)
- ◆ P-04 Responsiveness/Privilege Screening and Production (2 hours)

Level 3 - Advanced Litigation Technology Concepts

- ◆ P-05 Deposition Preparation and Exhibit Management (2 hours)
- ◆ S-04 Intermediate Summation - Part II (4 hours)
- ◆ P-06 Pre-trial and Trial Exhibit Management (2 hours)

Pricing Model

General Attendance Training*

◆ Hands-on Software Component	\$200.00
◆ Litigation Best Practices Component	\$200.00
◆ Exam / Certification Component (on-line training modules)	\$200.00
Total Cost	= \$600.00

On-site Training (Maximum of 6 people)

◆ Hands-on Software Component	\$1,000.00
◆ Litigation Best Practices Component	\$1,000.00
◆ Exam / Certification Component (on-line training modules)	\$200.00*

****Prices are based on a per person / program level.***



Litigation Rebate Program

PRISM LITIGATION TECHNOLOGY

Prism understands that training and education is critical to legal professionals, yet costly for law firms to engage. To harness your firm's investment in technology, Prism has developed a Software and Best Practices Training Curriculum and Certified User Program. When Prism is retained for any of the services below in conjunction with a particular case, we will provide reimbursement for participation in these training programs. Once a case has been processed by our team of professionals, a check will be issued to your firm based upon the total amount involved for that particular case matter.

Services

- ◆ E-Discovery Processing
- ◆ Consulting
- ◆ Document Coding
- ◆ OCR
- ◆ High-Speed Digital Printing

Rebates are issued in the following increments:

Service Amount Per Case:	Credit:	Equivalent To:
\$10,000.00 to \$20,000.00	\$1,200.00	2 Certified User levels @ \$600.00 per user / level*
\$20,001.00 and greater	\$1,800.00	3 Certified User levels @ \$600.00 per user / level*

Program Details

Retain Prism to automate an electronic and / or paper evidence collection of \$10,000.00 or more and receive rebates and perks valued up to \$2,190.00!

Litigation Readiness Meeting

1-2 hours @ \$195.00 per hour = a \$390.00 dollar value

These proactive meetings take place with attorneys, paralegals and a Prism Litigation Consultant at the very outset of a case. Not intended as a technical or IT meeting, these consultations are the first step in creating a solid foundation for anticipated case needs. Strategic discussions focus on attorney review options, electronic discovery and paper-based automation, client budgets, cost justification and time frame, legal team "best practices" and software training, as well as technical and software support needs. Whether you are commencing the pre-discovery process or preparing for trial, this service can infuse your case strategy with the benefits of automation.

OR

Data / Image Audit Review / Litigation Readiness Meeting

1-2 hours @ \$195.00 per hour = a \$390.00 dollar value

Have you already commenced the automation process, but are uncertain as to whether the case is set up properly? One of our experienced Litigation Consultants will meet with your team to analyze your current database, image and OCR collection. Using various computer tools, we can analyze data to image parity issues, quality assurance items with coding and unitization, as well as supplemental components to electronic discovery processing.

AND

Training Services

\$1,200.00 - \$1,800.00 rebate (see above for details)

Prism's Education and Training Continuum has become one of the most talked about programs in our industry. As a cornerstone of our business philosophy, education is one of the primary components of technology implementation separating success from failure. Our clients are set up for success from day one with an implementation plan that includes services, software and "best practices" training, case consulting and support. For over a decade, Prism's value proposition to our clients is our ability to integrate technology in tandem with the legal team's end in mind.

***Rebate Terms and Conditions:**

Only applicable when used in conjunction with Prism's General Attendance forum. Rebates must be applied towards services within 90 days from the date of training. To receive a rebate, invoices must be paid within 45 days from date of invoice. Rebates are issued once payment is received. Maximum rebate of \$1,800 per case.

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Michigan 2007 General Attendance Training & Summation User Group Schedule

Pre-registration is required for all courses. To register, please call 586-751-3500 or send an e-mail to registration@prismlit.com. Hands-on classes are limited to eight participants. Prices are per person.

Location: UHY Advisors
26200 American Drive, Third Floor
Southfield, MI 48086
UHY Phone Number: 248-355-1040

Tuesday, October 16, 2007

9:30 – 11:30 am	P-03 - The New Frontier – Best Practices for Managing the Convergence of ESI and Paper Evidence	\$100
12:30 – 4:30 pm	S-03 Intermediate Summation, Part 1 (hands on)	\$200

Thursday, October 18, 2007

8:30 – 9:45 am	Summation User Group – Topic: Coding	No Charge
10:00 – 12:00 pm	P-04 Responsiveness/Privilege Screening and Production	\$100
1:00 – 4:00 pm	Introduction to Trial Director 5 (hands-on)	\$150

Tuesday, November 13, 2007

9:30 – 11:30 am	P-05 Deposition Preparation and Exhibit Management	\$100
12:30 – 4:30 pm	S-04 Intermediate Summation, Part 2 (hands-on)	\$200

Thursday, November 15, 2007

8:30 – 9:45 am	Summation User Group – Topic: Loading ESI	No Charge
10:00 – 12:00 pm	P-03 - The New Frontier – Best Practices for Managing the Convergence of ESI and Paper Evidence	\$100
1:30 – 3:30 pm	P-04 Responsiveness/Privilege Screening and Production	\$100

Thursday, December 13, 2007

9:30 – 11:30 am	P-03 - The New Frontier – Best Practices for Managing the Convergence of ESI and Paper Evidence	\$100
12:00 – 2:00 pm	Summation User Group – Holiday Lunch	No Charge
2:30 – 4:30 pm	P-04 Responsiveness/Privilege Screening and Production	\$100



Michigan 2007 General Attendance Training & Summation User Group Schedule

Litigation Best Practices - Course Descriptions

P-01 - Automating a Case Effectively - \$100 per person

Description: This seminar will provide insight on how to automate a case effectively. There will be discussion regarding the use of imaging, coding and OCR processing. See a hands-on demonstration of how Summation is used to facilitate the attorney review process, the creation of production sets, and how to generate a privilege log. This course will also focus on best practices for deposition preparation and exhibit management, as well as pre-trial and trial organization techniques.

P-02 - Creating a Database That Works - \$100 per person

Description: This course was developed for anyone who wants to use a document database and image collection to manage their evidentiary material. It is perfectly suited for legal teams who want to learn how to review and code their own document collections. Learn the importance of unitizing (document boundaries), how to get documents imaged properly, as well as tips and tricks on coding documents consistently to ensure that you can utilize your database effectively from the production stage through trial.

P-03 - The New Frontier – Best Practices for Managing the Convergence of ESI and Paper Evidence - \$100 per person

Description: Managing paper and electronic evidence together in Summation streamlines attorney review, document productions, deposition preparation and all other aspects of litigating a case. This course was designed to provide a strategy for effectively managing paper and ESI within Summation. Learn a ten-step best practices approach which will guide you through the preservation, collection, processing and review facets of working with electronic evidence. Topics include date convergence, e-mail names normalization, as well as review and production options.

P-04 - Responsiveness/Privilege Screening and Production - \$100 per person

Description: This seminar focuses on the best practices for reviewing evidence within Summation. Learn methods to work smart, not hard in order to streamline the tasks associated with document review, production and production tracking. You will learn how to accurately and efficiently review and produce paper and ESI. Additionally, we will discuss forecasting document review timeframes, attorney staffing needs and budgetary management activities. See a workflow surrounding post-production segregation of responsive, non-responsive and privileged material in preparation for the deposition stage.

P-05 - Deposition Preparation and Exhibit Management - \$100 per person

Description: This presentation is a must have for anyone who is about to begin the process of preparing and taking depositions. Learn how Summation can streamline the creation of witness binders for deposition preparation, as well as how evidence can be analyzed to determine timelines and issues. An overview of Summation's Real-time module will show you how to flag and review testimony as a deposition is in progress. See how to use Summation to manage deposition transcripts including evidence links, as well as the management and organization of deposition exhibits.

P-06 - Pre-trial and Trial Exhibit Management - \$100 per person

Description: Getting organized before trial is a necessity and a time during which technology can be extremely beneficial. This course will guide you through the organization and management of trial exhibits, as well as how to organize exhibits for witness preparation. See how Summation's designation feature can be used to prepare color-coded testimony excerpts for submission to the Court and how Real-time can be used during the trial proceeding to more effectively question witnesses.



Michigan 2007 General Attendance Training & Summation User Group Schedule

Hands-on Training Course Descriptions

S-02 - Introduction to Summation (hands-on) - \$200 per person

Description: This course is designed for legal personnel who wish to gain a working knowledge of how to search, sort and manipulate both database and full-text information. This course covers the following topics:

- Overview of Summation
- Selecting a Case
- Case Explorer
- Working with Layouts
- Searching the Database
- Sorting the Database
- Printing Reports
- Viewing, Manipulating and Printing Images
- Using the Tally Feature
- Selecting a Transcript
- Searching an Individual Transcript
- Annotating a Transcript
- Generating Annotation Reports
- Searching Multiple / All Transcripts
- Performing an Integrated Search (database and full-text)

S-03 - Intermediate Summation, Part 1 (hands-on) - \$200 per person

Description: This course is geared towards attorneys, legal assistants, case clerks and litigation support and information management personnel. Attendees must have a basic understanding of Summation's database module. An ideal course for the "power user" who wants to become proficient with advanced database concepts. This course covers the following topics:

- Creating a Case
- Advanced Search Techniques
- Saving Searches
- Adding/Editing Document Summaries
- Data Entry Techniques and Exercises
- Saving Columnar Formats
- Using the Tally Feature for Data Conformity
- Search and Replace
- Working with the ocrBase
- Creating and Printing Reports
- Marking Summaries
- Saving Report Formats

S-04 - Intermediate Summation, Part 2 (hands-on) - \$200 per person

Description: This course is designed for the legal team who wants to use Summation to review and produce paper and electronic evidence in litigation. Attendees must have a basic understanding of Summation's database module. This course covers the following topics:

- Database Review for Responsiveness/Privilege
- Redacting Images
- Production Tools
- Briefcase and Export Feature
- Pleadings
- Advanced Case Explorer Options

Using Electronic Visual Aids in Litigation (hands-on) - \$100 per person

Description: Using MS Power Point to create visual aids for facilitations, mediations, arbitrations and trial can be easy and fun. In this hands-on class, you will learn how to create, edit and present using PowerPoint 2003. Also included will be a demonstration of Trial Director 5 software.

Introduction to Trial Director 5 (hands-on) - \$150 per person

Description: This hands-on course was designed to provide an understanding of the features and functionality of Trial Director 5. Topics covered include navigating within Trial Director 5, loading and organizing material in Trial Director as well as presentation basics.