

# e-Discovery Conference

March 24, 2010 8:00 a.m. to 4:00 p.m.

Presented by: **ARMA Greater Indianapolis Chapter**

Session 1: **Building a Defensible ESI Data Map**  
- John Collins, J.D.

Session 2: **Electronic Discovery Process: The Good, The Bad and The Ugly**  
- Andy Cobb, Ph.D

Session 3: **Ethics and e-Discovery: Where the Rubber Meets the Rules**  
- Sara Anne Hook, M.L.S, M.B.A., J.D.

Session 4: **Deposing Records Managers**  
- Danuta B. Panich, J.D.

## Who should attend?

**Judges, Lawyers, Paralegals, Records Managers, IT Managers and Law Students**

- ❖ **Sessions pre-approved for 4 CLE Credits (1 CLE credit per session, Session 3 qualifies for 1 Ethics Credit)**
- ❖ **Sessions pre-approved for 4 ICRM Certification Maintenance Program (CMP) credit hours (1 credit hour per session)**

ARMA International is a not-for-profit professional association and the authority on managing records and information – paper and electronic. The Greater Indianapolis Chapter provides education, research and networking opportunities to information professionals in Indiana.



## Schedule

8:00-9:00 Registration & CLE Sign-in/Continental Breakfast/Networking  
9:00-9:10 Kickoff  
9:10 - 10:15 Session 1  
10:15 - 10:45 Break/Vendor Exhibits/CLE Sign-in  
10:45 - 11:45 Session 2  
11:45- 1:00 Lunch/Vendor Exhibits/CLE Sign-in  
1-2:00 Session 3  
2-2:30 Break/Vendor Exhibits/CLE Sign-in  
2:30-3:30 Session 4  
3:30 - 4:00 Vendor Exhibits/Close

**Where:** Rolls-Royce Training Ctr. - Auditorium

2600 W. Raymond St.  
Indianapolis, IN 46241  
(See map on page 4)

**When:** Wed., March 24, 8:00 am to 4:00 pm.

### Registration:

One price, any or all sessions & vendor exhibits:  
\$25 ARMA & AIIM Members  
\$50 Non-members  
\$15 Students (School I.D. required)

**\* Includes continental breakfast and lunch.**

Advance registration online by March 19<sup>th</sup> at [www.ARMAindy.org](http://www.ARMAindy.org) to guarantee seating and meals.

**Pay online at time of registration. Only cash and checks accepted at the door.**

**REGISTER NOW: SEATING IS LIMITED!**

*\*Please note that Rolls Royce security protocol requires all visitors present a photo I.D. and Foreign Nationals must use the advance registration process and will be contacted for additional documentation requirements.*

## (9:10 - 10:15) **Session 1: Building a Defensible ESI Data Map**

One of the most fundamental elements of an effective RIM and ediscovery program is understanding BOTH where your organization's data or electronically stored information (ESI) is located AND how it is managed. "Building a Defensible ESI Data Map" will introduce the concept of "ESI data mapping" and walk attendees through a reasonable, defensible, and cost-effective approach to creating an ESI data map. ESI data mapping is a collaborative process requiring participation of an organization's records, legal, IT, and business constituents, and this session will provide real-world, in-the-trenches best practices as to how to create a defensible ESI data map.

**Presented by: John Collins, J.D.**



Founder and Vice President, Consulting, for The Ingersoll Firm, one of the nation's leading ESI data mapping consultants. Mr. Collins has responsibility for ESI data mapping projects for a variety of international corporations, large not-for profits, and AMLAW 200 law firms. Mr. Collins has developed a methodical, cost-effective, and defensible process for creating comprehensive and understandable ESI data maps. Combining a legal education, Information Technology background, and excellent communication skills, Mr. Collins is able to uniquely—and effectively bridge the gap between legal and IT. **John Collins / The Ingersoll Firm** [www.theingersollfirm.com](http://www.theingersollfirm.com) / (815) 788-8165 / [jcollins@theingersollfirm.com](mailto:jcollins@theingersollfirm.com)

## (10:45 - 11:45) **Session 2: Electronic Discovery Process: The Good, The Bad and The Ugly**

Electronically Stored Information (ESI) has been the thorn in the side of many an attorney (and paralegal!). The complexities related to ESI collection, analysis and production have caused many to ignore ESI altogether. But what if you could harness the power of ESI and integrate it into your legal strategy? In this talk, I will discuss just how to do that, starting with the litigation hold and preservation letters, to the best practices for collecting and review only relevant ESI. Computer forensics will be explained and the scenarios in which a forensic examination is recommended. This presentation will also discuss the much over looked area of collecting data from mobile devices, the life of a text message and physical acquisition v. logical .acquisition.

**Presented by: Andy Cobb, CCE, Ph.D.**

Founder, President and CEO of AC Forensics, Inc. specializing in computer forensics collection, data recovery, consulting and examinations for various law firms in Kentucky, Indiana, Ohio, Wisconsin, Illinois and across the U.S. Mr. Cobb serves as an e-Discovery Consultant and testifies as an expert witness. He served six years as Assistant Professor of Computer Information Systems for the University of Louisville and is a Certified Computer Examiner (CCE). He is a member of International Society of Computer Forensic Examiners (ISCFE) and is a frequent presenter for various Bar, Paralegal and trade associations and has published articles on these topics. **Andy Cobb, CCE, Ph.D / AC-Forensics** [www.ac-forensics.com](http://www.ac-forensics.com) / (888) 349-6767 / [andy@ac-forensics.com](mailto:andy@ac-forensics.com)

## (1-2:00) **Session 3: Ethics and E-discovery: Where the Rubber Meets the Rules**

This engaging session will consider the ethical obligations of attorneys in electronic discovery. The field of electronic discovery is still in its infancy and we may believe that there is little to help us navigate the ever-changing landscape of court decisions, procedural requirements and technological tools. Fortunately, we can use the Model Rules of Professional Conduct as a roadmap to chart a safe course from the starting point of a case to the end of the litigation journey. Recent cases also illuminate the potholes, detours, dead ends and hazards along the way so that we can be responsible drivers throughout all phases of an electronic discovery process.

**Presented by: Sara Anne Hook, M.L.S, M.B.A., J.D.**



Sara Anne Hook is Professor of Informatics and Associate Dean for Academic Affairs at the Indiana University School of Informatics, IUPUI. She is also an Adjunct Professor of Law at the Indiana University School of Law - Indianapolis and Adjunct Professor of American Studies at the School of Liberal Arts, IUPUI. Formerly, she was Associate Dean of the Faculties for the IUPUI campus. She was admitted to the Indiana Bar in 1994. Professor Hook teaches courses in intellectual property law, professional ethics, entrepreneurship, cyber-security law and the emerging area of legal informatics. She is a member of the American Intellectual Property Law Association (AIPLA), the International Legal Technology Association (ILTA), the Indiana State Bar Association and the American Association for State and Local History (AASLH). **Sara Anne Hook, M.L.S, M.B.A., J.D. / Professor of Informatics and Associate Dean for Academic Affairs and Adjunct Professor of Law, IU School of Law – Indianapolis** / (317) 278-7690 / [sahook@iupui.edu](mailto:sahook@iupui.edu)

## (2:30-3:30) **Session 4: Deposing Records Managers**

This session will explore issues surrounding depositions of records managers. The presentation will provide practical guidance regarding the decision to focus discovery on records retention and records management policies in a particular case, including factors to consider, the timing, and the format. It will identify the issues on which inquiry will focus and examine necessary steps preliminary to the deposition from the perspectives of the questioning and defending attorneys.

**Presented by: Danuta B. Panich, J.D.**



In addition to her labor and employment practice, Ms. Panich devotes substantial attention to assisting professional services firms and companies with litigation preparedness planning. She develops record management programs, electronic discovery programs, and legacy data remediation programs for clients. She also advises clients and their litigation counsel on electronic discovery issues. Bar associations, law schools, CLE providers, trade associations and employers frequently ask Ms. Panich to speak or provide training on litigation techniques, electronic discovery and records management, as well as various employment related issues such as harassment, diversity, and occupational safety and health. Ms. Panich has also authored several articles on these topics, and is active, through her leadership role in the Federal Bar Association, in developing continuing legal education programs for practitioners and their clients. **Danuta B. Panich, J.D. / Ogletree, Deakins, Nash, Smoak & Stewart, P.C.** / (317) 916--1300 / [donna.panich@ogletreedeakins.com](mailto:donna.panich@ogletreedeakins.com)

**The ARMA e-Discovery Conference is being sponsored by these vendors:**



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## ARMA e-Discovery Conference Location

### DIRECTIONS TO ROLLS ROYCE/UAW TRAINING CENTER & AUDITORIUM



- 2600 W. Raymond St. , Indianapolis, IN 46241 Gate 5-7, UAW/Rolls Royce Corp. Training Center
- Only 6 miles S.W. of downtown Indianapolis, and close to I-70 and I-465
- Free parking available in lots to the side and front of the Rolls Royce Training Center
- ***PHOTO I.D. REQUIRED TO ENTER LOBBY and foreign nationals must pre-register.***

Enter off of W. Raymond St. at stop light between Kentucky Ave. & Tibbs Ave. (Gate 5-7, UAW/Rolls Royce Corporation Training Center) You can only turn South at stop light onto private drive into Rolls Royce. Follow signs to Training Center, red building, entrance is located on the circle drive with flags and white awning. Parking is available in front and at side of building.

Parking lots & Lobby entrance

