



**LAW & TECHNOLOGY SERIES:
TECHNIQUES IN ELECTRONIC CASE MANAGEMENT (TECM) WORKSHOP**

**ADMINISTRATIVE OFFICE OF THE U.S. COURTS
DEFENDER SERVICES OFFICE TRAINING DIVISION**

HILTON MINNEAPOLIS HOTEL
1001 MARQUETTE AVENUE SOUTH
MINNEAPOLIS, MINNESOTA 55403-2440
SEPTEMBER 15-17, 2022

DRAFT AGENDA

Thursday, September 15, 2022

7:30 – 8:30 a.m. Registration & Continental Breakfast

8:30 – 8:45 a.m. Welcoming Remarks

Katherian Roe, Federal Public Defender, Office of the Federal Public Defender for the District of Minnesota, Minneapolis, MN

Michael Oppenheimer, Attorney Advisor, Defender Services Office, Training Division, Washington, DC

8:45 – 9:45 a.m. Electronic Case Management Strategies for the 21st Century (Plenary)

Kelly Scribner, Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA

Alicia Penn, Assistant Federal Public Defender, Office of the Federal Public Defender, District of South Carolina, Charleston, SC

With the realities of the digital era upon us, this session will provide an overview of various legal and technological considerations involved with electronic case management. It will address legal and ethical concerns from meet and confers with the government, local discovery rules, cloud computing and national protocols on discovery management/production, to legal tools that can assist you in the digital management of documents, players, and key facts to ensure effective representation of your client. It will introduce participants to Adobe Acrobat Pro, dtSearch, and CaseMap/TimeMap through demonstrations of key features in each software program, both in the context of mock case and real-life case

scenarios, displaying how these tools may be used to manage a case consistent with the defense theory and professional obligations.

9:45 – 10:00 a.m. Break

10:00 a.m. – noon Computer Software Download and Case Material Preparation and Discussion (Workshop)

Workshop room and group assignments will be posted at the registration desk.

Carl Adams, National Litigation Support Paralegal, Defender Services Office, Training Division, Des Moines, IA

Jose M. Colon, Computer Systems Administrator, Office of the Federal Public Defender, District of Puerto Rico, San Juan, PR

Tisha Davis, Paralegal, Office of the Federal Public Defender, Western District of Pennsylvania, Pittsburgh, PA

John C. Ellis, Jr., Attorney, Law Office of John C. Ellis, Jr., San Diego, CA

Shehnoor Grewal, Research and Writing Specialist, Office of the Federal Public Defender, Middle District of Florida, Fort Myers, FL

Bruce Johnson, Chief Investigator, Office of the Federal Public Defender, District of Alaska, Anchorage, AK

Jonathan King, Litigation Support/ACSA, Office of the Federal Public Defender, Middle District of Tennessee, Nashville, TN

Madeline Larsen, Investigator, Office of the Federal Public Defender, Northern District of California, Oakland, CA

Phil Likins, Computer Systems Administrator, Office of the Federal Public Defender, Western District of North Carolina, Charlotte, NC

Stephen Marley, Attorney Advisor, Defender Services Office, Training Division, Washington, DC

Jennifer McCann, Computer Systems Administrator, Federal Defenders of Eastern Washington, Spokane, WA

Juan Michelen, Assistant Federal Public Defender, Office of the Federal Public Defender, Southern District of Florida, Fort Lauderdale, FL

Alicia Penn, Assistant Federal Public Defender, Office of the Federal Public Defender, District of South Carolina, Charleston, SC

Suzanne Perez, Paralegal, Office of the Federal Public Defender, District of Arizona, Phoenix, AZ

Elisabeth Pollack, Assistant Federal Public Defender, Office of the Federal Public Defender, Central District of Illinois, Urbana, IL

Giselle Pomerleau, Research and Writing Specialist, Office of the Federal Public Defender, District of New Jersey, Trenton, NJ

Alex Roberts, National Litigation Support Paralegal, Defender Services Office, Training Division, Oakland, CA

Kelly Scribner, Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA

Haji Shah, Paralegal, Office of the Federal Public Defender,
Central District of California, Los Angeles, CA

Ron Small, First Assistant Federal Public Defender, Office of the
Federal Public Defender, Middle District of Tennessee, Nashville, TN

Nora Steele, Paralegal, Office of the Federal Public Defender, District of
Arizona, Phoenix, AZ

Joe Wanzala, National Litigation Support Paralegal, Defender Services
Office, Training Division, Oakland, CA

Participants will break into their assigned small groups. Faculty will verify that each participant has properly loaded all the software programs and case materials on their computers, and if they have not, assist them in doing so. Attendees will analyze the mock case to determine organizational strategies for factual and legal issues that they will be using throughout the workshop, as well as their own case. Useful shortcuts and new aspects of the Windows File Explorer system will be reviewed. Participants will review methods government agencies use to encrypt discovery productions and how to decrypt and manage files. Time permitting, a brief overview of the basic features of Adobe Acrobat Pro will be covered.

12:00 – 1:15 p.m.

Lunch - On Your Own

1:15 – 2:30 p.m.

**Hands-on Management of Electronically Scanned Paper
Training with Adobe Acrobat Pro (Workshop)**

Adobe Acrobat Pro is an excellent tool for managing electronically scanned paper, a principal form in which discovery is provided in federal criminal cases. In the small groups, participants will use their computers to do hands-on structured exercises using Acrobat Pro. These exercises will teach participants how to use Acrobat Pro to organize and manage discovery and case materials. These exercises will involve converting paper and non-searchable PDF files into searchable PDF files, creating bookmarks and annotations, and understanding how basic objective coding of documents can significantly aid in the identification, retrieval, and organization of factual and legal information, while considering the connection between facts and legal issues needed to defend a case effectively. Throughout the session, the legal decision points that need to be addressed in a typical case will be identified and discussed.

2:30 – 2:45 p.m.

Break

2:45 – 4:00 p.m. Hands-on Management of Electronically Scanned Paper Training with Adobe Acrobat Pro (Workshop) (continued)

4:00 – 5:00 p.m. Hands-on Search and Retrieval Training with Adobe Acrobat Pro and dtSearch (Workshop)

In the small groups, participants will participate in structured exercises to search and retrieve relevant case materials using Adobe Acrobat Pro and dtSearch. Participants will build indices; develop a better understanding of different search forms; understand the legal implications involved with different search types; and contemplate the advantages of using this software when organizing case materials and other work product, such as the creation of legal brief banks. The indices and the subsequent iterative searches help in the identification of discovery relevant to the legal issues in a client's case.

5:00 p.m. Adjourn for the Day

Friday, September 16, 2022

7:30 – 8:30 a.m. Registration & Continental Breakfast

8:30 – 9:30 a.m. Hands-on Search and Retrieval Training with Adobe Acrobat Pro and dtSearch (Workshop) (continued)

9:30 – 9:45 a.m. Break

9:45 – 10:45 a.m. CaseMap/TimeMap Hands-on Training (Workshop)

CaseMap is an excellent database specifically designed for management and analysis of the legal and factual issues in a federal criminal case. In the small groups, participants will do hands-on, structured exercises using CaseMap/TimeMap. Participants will learn how to create and use a CaseMap database to organize, manage, and connect case facts, legal issues, key players, and documents for use at hearings or at trial. They will learn how to search, filter, and create case summary reports regarding people, documents, and facts. By going through the process of building a CaseMap database, users will be able to effectively conduct and track their legal analysis and manage their case.

- 10:45 – 11:00 a.m. Break**
- 11:00 a.m. – noon CaseMap/TimeMap Hands-on Training (Workshop) (continued)**
- 12:00 – 1:15 p.m. Lunch - On Your Own**
- 1:15 – 2:30 p.m. CaseMap/TimeMap Hands-on Training (Workshop) (continued)**
- 2:30 – 2:45 p.m. Break**
- 2:45 – 5:00 p.m. Cellebrite Reader Hands-on Training (Workshop)**

The Cellebrite UFED line of products are some of the leading forensic tools used by law enforcement to capture data from cell phones. Though the products themselves cost a significant amount of money, forensic examiners can generate reports from the system in three formats (.PDF, .HTML, and .UFDR) that others can review without having the Cellebrite UFED software program. By using the Cellebrite Reader software tool, participants will learn the basics of how to review, sort and filter mobile device evidence when it is provided in .UFDR format, and the advantages and disadvantages of each form of production for cell phone evidence.

- 5:00 p.m. Adjourn for the Day**

Saturday, September 17, 2022

- 7:30 – 8:30 a.m. Registration & Continental Breakfast**
- 8:30 – 10:30 a.m. Building Your Case with Acrobat, dtSearch and CaseMap - TimeMap (Workshop)**
- In the small groups, participants will apply the legal concepts and technological skills they have learned throughout the workshop and build a CaseMap database for the case that they have brought with them.
- 10:30 – 10:45 a.m. Break**

10:45 a.m. – noon How to Handle Cases with More Discovery that You Can Read? (Plenary)

John C. Ellis, Jr., Attorney, Law Office of John C. Ellis, Jr., San Diego, CA

What do you do when you have tens of thousands of emails, text messages and documents to review and not enough time to read them all? You look to workflow processes and tools that large civil firms and federal government agencies like the FBI are now using for big e-discovery cases. This plenary will discuss how to develop a review plan to identify what discovery really must be reviewed; who will do the work; the selection of the right review tools; and how discovery will be shared with other team members. The presenter will give examples of how CJA panel members and federal defender offices just like you have used technology and techniques to cull the data to the documents that mattered most, and how you can implement these tools and techniques in your next big e-discovery case.

12:00 p.m. Closing Remarks/Adjournment

Kelly Scribner, Assistant National Litigation Support Administrator, Defender Services Office, Training Division, Oakland, CA
Michael Oppenheimer, Attorney Advisor, Defender Services Office, Training Division, Washington, DC