

## Litigation Technology Overview:

### 3 “Must Have” Tools

There are a variety of software applications and resources on the market today that target the litigation support and services industry. From case strategy development to database relational searching or transcript management, the bevy of tools can be confusing. The confusion, often, leads to firms or IT Departments inevitably purchasing tools which might not be needed, practical or enhance the firm’s overall business. There are, however, three tools have become “must haves” when conducting litigation at any level in the 21st century.

#### Transcript management

Transcripts should not just exist in PDF format - the information must be managed. There are a variety of strong applications on the market in this area, to include Thomson-West’s LiveNote or CaseNotebook and LexisNexis’ TextMap. Both applications can assist any litigation professional with annotating, reviewing, tagging and notating a transcript. For a firm that seeks to be involved in a complicated litigation, the full-text relational searching that is provided by these applications can save hundreds of hours of time a year.

#### Content or document management systems

A typical litigation involves countless quantities of information. From expert reports, correspondence, pleadings, pre-trial memos, Motions in Limine, appeals and discovery, all of this information must be quantified, stored and searchable. Fortunately, there are a variety of scaled solutions for any law firm, from Interwoven’s FileSite to KnowledgeTree’s free community edition, a solution can exist for any practice. A content or document management system seeks to organize the vast universe of information on a central server, and enables an end-user to search for specific content based on keywords or the content within the information itself. For documents that are not available in a digital format and exist solely in an image format (i.e. a document that was scanned in as a PDF), there are a multitude of software extensions or applications that can perform an optical character recognition (OCR) scan and activate the text as searchable. The integration of this technology within any law firm can assist in their overall level of organization and efficiency.

#### Video & graphic software

With the thousands of file formats in the world and an increasing level of multimedia dependence, any law firm should have access to a variety of graphic design and video based systems. This can include free or open source technologies such as PAINT.net, or commercial applications such as Adobe Photoshop or Premiere. The inclusion of these applications as resources within a firm can also assist in the development of graphics and the editing of products that have been supplied by a vendor.

