

Certificate in

Electronic Discovery

PROFESSIONAL DEVELOPMENT

GET UP TO SPEED ON E-DISCOVERY ISSUES

Electronic Discovery—the process of producing and obtaining electronically stored information for litigation—has become a major priority in business management. In 2006, the United States Supreme Court approved new rules and amendments to the Federal Rules of Civil Procedure which address the disclosure and discovery of electronically stored information.

The complexity of the E-Discovery process is daunting, and many companies are not adequately prepared. Company executives, IT personnel, attorneys and litigation support professionals must have a thorough understanding of the rules and procedures to better assist their company or client through electronic discovery issues.

On completion of the Certificate in E-Discovery, you will have the knowledge and skills needed to lead an organization through the intricacies of the electronic discovery process. The focus is on practical and relevant education about the federal rules, the various forms of production, and how to manage an electronic discovery case.

The Certificate in Electronic Discovery consists of five required courses totaling 47 hours of lecture and discussion. 4.7 Continuing Education Units will be awarded to the certificate graduate.

Graduates of this program will be able to:

- Demonstrate an understanding of the history and future of E-Discovery
- Identify and discuss the federal rules and current case law
- Demonstrate an understanding of the litigation process
- Understand and identify the various forms of production
- Understand the role of computer forensics in the discovery process
- Identify managerial strategies that can ensure defensible results

WHO SHOULD ATTEND?

- Paralegals
- Litigation support professionals
- IT personnel
- Business executives
- New legal associates
- Computer forensic examiners



Register today at www.csufextension.org or 657.278.2611

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Cal State Fullerton
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THE CLASSES

UNDERSTANDING ELECTRONIC DISCOVERY

(0.8 CEUs/8 hours)

Prerequisite: none. Electronic discovery has reached new heights with its addition to the Federal Rules of Civil Procedure. Electronic discovery is a major priority in business management as companies push technology to enhance record keeping and business communication. You will learn about the importance of electronic discovery, understanding the new federal rules, and the key elements of the electronic discovery process.

DISCOVERING THE LITIGATION PROCESS

(0.8 CEUs/8 hours)

Prerequisite: none. Electronic discovery is directly related to the legal industry; therefore, it is imperative that all stakeholders involved in the process of electronic discovery understand the litigation process. Explore the process of civil litigation with a focus on the discovery component. You will gain an understanding of rules and case law that provide the foundation of electronic discovery and the legal ethics involved throughout the process.

FORM OF PRODUCTION

(0.8 CEUs/8 hours)

Prerequisite: none. Electronic documents are more than what you see when printed or displayed on a monitor. Each electronic document is a database that stores hidden information. Discover the different forms of production and how each form can impact an electronic discovery case. You will gain an understanding of native files, tagged image file format, portable document format, meta data, embedded data and several other forms of electronically stored information.

FORENSICS WITHIN ELECTRONIC DISCOVERY

(0.8 CEUs/8 hours)

Prerequisite: none. The forensic process of electronic discovery centers on the legal aspects of data preservation and the data collection process. Examine the various elements of how computer forensics drives electronic discovery. You will gain a working knowledge of how computer forensics discovers electronic evidence and the proper way to gather, handle, and store electronically stored information. You will learn the terminology needed to enhance communication in this technical field.

ELECTRONIC DISCOVERY CASE MANAGEMENT

(1.5 CEUs/15 hours)

Prerequisite: none. A well-managed electronic discovery process can save companies a tremendous amount of time and money. A great deal is at stake in civil cases; therefore, it is extremely important that case managers are well prepared. Examine the various elements of managing the review process of an electronic discovery case. You will learn how to prepare for review, to choose and manage review tools and vendors, and to supervise reviewers. Through a class project, participants will have the opportunity to integrate and use the knowledge acquired to manage a simulated electronic discovery case. Discussions will also focus on strategies to ensure defensible results.

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