

Push Your Boundaries: Explore Your Software's Capabilities to Increase Your Efficiency

More software companies are promoting their "end-to-end" solutions to assist you in managing cases from discovery through trial. My latest favorite is **Verdical**, by Verdict Systems, which expands upon Sanction II's functionality, adding features for document production and deposition coding. But if your budget doesn't include new document or deposition management software, use your existing software to streamline your processes.

Use **Trial Director** or **Sanction II** during the discovery phase, not just near trial time. Use it as a **document database** to locate documents quickly and to prepare indexes and suit papers. High level coding (e.g., document populations) or detailed coding (e.g., the 01/01/09 letter from A to B re investigation results) can be exported to Word or WordPerfect eliminating the need for you to duplicate efforts. Exported lists can be used as indexes to paper notebooks or easily become exhibit lists or privilege logs. Type the information once, but reuse it several times.

Add value to **client meetings and deposition preparation sessions** by reviewing documents projected on a screen, instead of or in addition to reviewing them on paper. Pages can be annotated electronically to preserve attorney or witness thoughts and reduce frustration caused by fallen post-its or lost notes. Plus, new information or an overlooked subtlety may be revealed when a page is magnified to 6' x 6'!

Present documents to the judge at hearings by projecting them on-screen. Use the software's presentation tools (e.g. magnification, highlighting, annotations) to focus the judge's attention quickly, eliminating the need for him or her to search through small print, multiple paragraphs or piles of paper to find the pertinent evidence.

Load all your **electronic transcripts** to your database as you receive them. Both Trial Director and Sanction II allow you to search across multiple transcripts and deliver "in context" search results. This powerful search features locates key information much more quickly than manually flipping pages of notebooks or transcripts.

Although not necessary, as trial approaches and it becomes clear that certain items are definitely not needed, with a few clicks you can separate what you'll need for trial from what you will not, without undoing the work you have done thus far. If the case settles, you've not lost by having more efficiently managed the discovery and pre-trial phases of your case.

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