

BOOK REVIEWS

The Litigation Support Guide

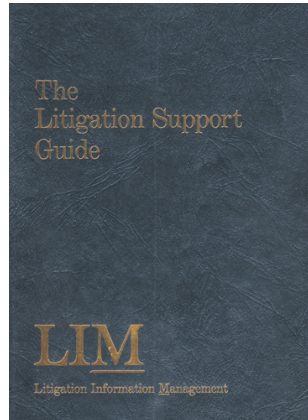
By Tammy Armentrout, Victoria Wilken-Farrell, and Bob Christensen. Litigation Information Management. 136 pages. \$59.95.

Reviewed by Deena Coffman

MUCH LIKE A Quentin Tarantino movie, the information presented in this book is so dense, you may need to read it more than once. It will help attorneys understand the planning and execution requirements for managing a case, and to learn how to get the most from a litigation support staff.

Information is presented logically, by first addressing the question of “to automate or not to automate,” complete with relevant cost examples. The discussion of the document review process includes time-saving

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forms that can be used to organize workflow across the team.

Throughout the book, definitions and Web links to resources are provided in the margin space, to keep all readers comfortable.

Highlights include a discussion of criteria needed to plan imaging and/or coding, to avoid re-imaging of a document collection at a later date.

Pay special attention to the bulleted sections throughout, as that information can easily be translated into a skeleton RFP, or used for planning checklists. A fundamentals section on computers and Internet is included, though the recommendation of remote access software that circumvents firewalls needs a healthy security caveat.

From manual processes to the latest in technology tools *The Litigation Support Guide* covers it all in a “get to the point” style that supplies tools you can put into place for immediate results.



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Litigation Information Management, Inc. is a full-service litigation support company based in Portland, Oregon. For a comprehensive list of services, please visit our website or call us for additional information.