# Training course on E-Discovery and Litigation Technology

Professional Development Training Course Outline

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| **Category** | Legal Institute | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

In the contemporary legal landscape, where information is predominantly created, stored, and exchanged digitally, **e-discovery** has emerged as the linchpin of modern litigation and regulatory investigations. This intricate process involves the systematic identification, preservation, collection, processing, review, and production of **Electronically Stored Information (ESI)** for legal matters. The sheer volume, variety, and velocity of digital data – from emails and instant messages to social media posts and cloud-based documents – present unprecedented challenges to legal professionals. Unlike traditional paper discovery, e-discovery demands a profound understanding of technical complexities, data forensics, and evolving legal precedents related to spoliation, privilege, and proportionality. Failure to competently manage ESI can lead to severe sanctions, adverse inferences, significant cost overruns, and ultimately, unfavorable litigation outcomes. Thus, mastering **e-discovery best practices** and leveraging appropriate **litigation technology** is no longer a niche skill but a critical competency for any legal professional involved in disputes, investigations, or compliance.

The rapid advancements in **litigation technology**, particularly in **Artificial Intelligence (AI)** and **Machine Learning (ML)**, are continually transforming the e-discovery process, offering powerful tools to enhance efficiency, accuracy, and defensibility. From **predictive coding (Technology-Assisted Review - TAR)** that streamlines document review to advanced analytics that uncover hidden patterns and relationships within vast datasets, technology is re-shaping how legal teams prepare and present their cases. However, these innovations also introduce new complexities, including ethical considerations regarding data bias, cybersecurity vulnerabilities, and the need for robust data privacy compliance across multiple jurisdictions. **Training Course on E-Discovery and Litigation Technology** is meticulously designed to equip legal professionals, paralegals, IT specialists, and litigation support staff with the advanced theoretical insights and practical tools necessary to navigate the complexities of **e-discovery and litigation technology**. Participants will gain expertise in managing the entire **e-discovery lifecycle**, applying cutting-edge tools, mitigating legal risks, and ensuring a defensible and cost-effective approach to handling digital evidence,

thereby fostering both **procedural excellence** and **strategic litigation success**.

## Programme Curriculum

**Training Course on E-Discovery and Litigation Technology**

**Introduction**

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**Course Objectives**

Upon completion of this course, participants will be able to:

1. Analyze the fundamental principles and stages of the **Electronic Discovery Reference Model (EDRM)**.
2. Master techniques for **information governance** and defensible **ESI preservation**, including **legal holds**.
3. Implement effective methodologies for **data identification and forensic collection** of ESI.
4. Apply advanced processes for **ESI processing and early case assessment (ECA)** to optimize data.
5. Utilize **Technology-Assisted Review (TAR)** and **predictive coding** for efficient document review.
6. Comprehend the legal requirements and best practices for **ESI production** and privilege logging.

7. Analyze the application of **Artificial Intelligence (AI)** and **Machine Learning (ML)** in various e-discovery phases.
8. Understand the critical intersection of **cybersecurity** and **data privacy** with e-discovery compliance.
9. Navigate the legal and practical challenges of **emerging data sources** (e.g., social media, ephemeral messaging).
10. Develop strategies for effective **litigation readiness** and proactive e-discovery planning.
11. Apply principles of **legal project management** to control e-discovery costs and timelines.
12. Leverage **trial presentation technology** for compelling presentation of digital evidence.
13. Formulate a defensible and cost-effective **e-discovery workflow** tailored to specific legal matters.

**Target Audience**

This course is designed for a broad range of professionals who encounter or manage electronic information in legal contexts:

1. **Litigation Attorneys:** Seeking to enhance their e-discovery knowledge and strategic use of technology.
2. **Paralegals and Legal Support Staff:** Directly involved in managing, reviewing, and producing ESI.
3. **In-House Counsel and Legal Operations Professionals:** Responsible for internal investigations and managing e-discovery processes.
4. **Legal IT Professionals:** Supporting legal teams with technical aspects of data management and e-discovery platforms.
5. **Compliance Officers:** Dealing with regulatory inquiries and managing information governance.
6. **Records Managers and Information Governance Professionals:** Involved in data retention and preservation policies.
7. **Consultants and Service Providers:** Specializing in e-discovery, digital forensics, or litigation support.
8. **Anyone interested in Legal Tech:** Seeking practical application in the litigation lifecycle.

**Course Duration: 5 Days**

**Course Modules**

**Module 1: Introduction to E-Discovery and the EDRM**

- Definition and importance of **e-discovery** in modern litigation.
- Overview of the **Electronic Discovery Reference Model (EDRM)** stages.
- Types of **Electronically Stored Information (ESI)** and their characteristics.
- Legal and ethical obligations in e-discovery (e.g., Federal Rules of Civil Procedure).
- The evolution of discovery from paper to digital and its impact.

**Module 2: Information Governance and Legal Holds**

- Principles of **Information Governance** for e-discovery readiness.
- Understanding the legal obligation to **preserve ESI**.
- Best practices for issuing, implementing, and managing **litigation holds**.
- Strategies for data mapping and identifying potential sources of ESI.
- Addressing risks of spoliation and potential sanctions.

**Module 3: Data Identification and Collection**

- Methodologies for **identifying relevant ESI** custodians and data sources.
- Techniques for **data collection**: forensic imaging, targeted collection.
- Maintaining the integrity and authenticity of collected ESI, including chain of custody.

- Challenges with ephemeral messaging, social media, and cloud-based data.
- Understanding metadata and its importance in evidence.

**Module 4: Data Processing and Early Case Assessment (ECA)**

- The purpose and stages of **data processing**: deduplication, de-NISTing, text extraction.
- Filtering and culling techniques to reduce the volume of ESI for review.
- Methodologies for **Early Case Assessment (ECA)**.
- Utilizing analytics tools for initial insights, privilege identification, and cost estimation.
- Strategies for maximizing efficiency in the processing stage.

**Module 5: Document Review and Technology-Assisted Review (TAR)**

- Principles of effective **document review** for responsiveness, privilege, and issues.
- Distinguishing between manual review and technology-assisted review methods.
- Introduction to **Technology-Assisted Review (TAR)** or **Predictive Coding**.
- Processes for training, validating, and defending TAR models.
- Optimizing review workflows for accuracy and cost efficiency.

**Module 6: ESI Production and Trial Presentation**

- Legal requirements for **ESI production**: formats, privilege logs, clawback agreements.
- Common production formats: Native, TIFF, PDF, and their implications.
- Techniques for redacting privileged or protected information.
- Overview of **Trial Presentation Technology** and tools.
- Strategies for effectively presenting digital evidence in court and during depositions.

**Module 7: Advanced Technologies in Litigation Support**

- Applications of **Artificial Intelligence (AI)** and **Machine Learning (ML)** in e-discovery beyond TAR.
- Blockchain technology for maintaining chain of custody and data integrity.
- Role of **digital forensics** in complex investigations and data recovery.
- Emerging challenges with IoT data, collaboration platforms, and new ESI sources.
- Ethical considerations and legal implications of using advanced technologies.

**Module 8: E-Discovery Management, Security, and Compliance**

- Applying **Legal Project Management (LPM)** principles to e-discovery.
- Strategies for **cost control** and budget management in e-discovery matters.
- **Cybersecurity best practices** for protecting sensitive ESI throughout the lifecycle.
- Compliance with **data privacy regulations** (e.g., GDPR, CCPA) in cross-border e-discovery.
- Developing and maintaining a defensible and repeatable e-discovery process.

**Training Methodology**

- **Interactive Workshops:** Facilitated discussions, group exercises, and problem-solving activities.
- **Case Studies:** Real-world examples to illustrate successful community-based surveillance practices.
- **Role-Playing and Simulations:** Practice engaging communities in surveillance activities.
- **Expert Presentations:** Insights from experienced public health professionals and community leaders.
- **Group Projects:** Collaborative development of community surveillance plans.
- **Action Planning:** Development of personalized action plans for implementing community-based surveillance.

- **Digital Tools and Resources:** Utilization of online platforms for collaboration and learning.
- **Peer-to-Peer Learning:** Sharing experiences and insights on community engagement.
- **Post-Training Support:** Access to online forums, mentorship, and continued learning resources.

**Register as a group from 3 participants for a Discount**

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

**Certification**

Upon successful completion of this training, participants will be issued with a globally recognized certificate.

**Tailor-Made Course**

We also offer tailor-made courses based on your needs.

**Key Notes**

- Participants must be conversant in English.
- Upon completion of training, participants will receive an Authorized Training Certificate.
- The course duration is flexible and can be modified to fit any number of days.
- Course fee includes facilitation, training materials, 2 coffee breaks, buffet lunch, and a Certificate upon successful completion.
- One-year post-training support, consultation, and coaching provided after the course.
- Payment should be made at least a week before the training commencement to Fineskill Training Center account, as indicated in the invoice, to enable better preparation.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

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