

# Complex Cases Simplified

GAINING LOGISTICAL CONTROL FROM CALENDARING TO COURTROOM

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GENERAL  
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## NEED TO UNTANGLE YOUR COMPLEX CASE LOGISTICS?

DISCOVER **STREAMLINED STRATEGIES** AND SOLUTIONS FOR **GAINING CONTROL** OF YOUR COMPLEX CASES

### **SIMPLIFYING A COMPLEX CASE**

What does it take to make a Complex Case less complex? This course provides tools, tips and tactics that will assist your team in the management of multi-party complex litigation.

### **ADDRESSING SECURITY CONCERNS**

Discover the security responsibilities of law firms according to ABA rules and tips to prevent unauthorized access to your sensitive data.

### **ORGANIZING WITH DOCUMENT DEPOSITORIES**

Explore the usefulness of document depositories as organized storage system that can aid in secure management of your files. Take a tour of one road-tested

depository that has been successfully used to manage complex litigation such as Salesforce Tower Litigation, California Fire Cases, Butte Fires and Texas vs. New Mexico.

### **ESTABLISHING SCHEDULING LOGISTICS**

Learn how to organize your complex case with best practices in establishing standing orders, arranging secure shared case calendars, sharing your deposition notice and selecting a court reporting agency that constructs word dictionaries.

### **CONDUCTING REMOTE PROCEEDINGS**

View current trends in remote proceedings including tips on preventing unauthorized access,

joining a session, conducting the proceeding, and differences in virtual legal videography versus platform recordings.

### **MANAGING EXHIBITS**

Explore tools for exhibit management including working with paperless exhibits, capturing a combination of witness' video and computer keystrokes on exhibits, and utilizing robust virtual exhibit binder systems.

### **TIPS FOR VIRTUAL TRIALS / HEARINGS**

Discover key considerations for virtual trial set-ups including breakout rooms, waiting rooms, and providing access to public sessions.

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