Automated Litigation Support (ALS)

Automated Litigation Support (ALS) is the process of applying technology to Litigation Support. ALS includes a variety of services that can assist attorneys presenting evidence as well as managing a case from investigation through trial.

The ALS Unit has five areas of focus:

1. Storage Management

The ALS unit produces a large amount of electronic information: data, image, files, graphics files, etc. Information is organized, stored and made accessible to attorney and trial team members during the course of the case.

2. Imaging

The majority of the evidence which must be processed in the ALS unit are hard copy, original documents seized in a search or from a subpoena. All of these materials are then imaged for use in a database or a presentation or re-produced in an enlarged format.

Duties:

* Bate Stamping documents
* Scanning of documents and photos
* OCR and coding documents
* Prepare and copy cds for discovery

Software:

* IPRO

3. Document Management and Analysis

The Document Management system allows each piece of information in a case to be indexed, organized, searched and retrieved quickly and efficiently. It is also a powerful tool for the trial team to use in analyzing the elements of a case and preparing for trial or settlement.

Duties:

* Set up databases
* Importing documents into databases

Software:

* ISYS Full-Text Indexing
* Microsoft Access
* Concordance
4. Multimedia and Graphics Design

Members of the trial team often have conceptual ideas for how to present evidence but lack the skills and knowledge for creating graphics and/or multimedia presentations. The ALS unit works with the team to determine what information needs to be communicated and then designs the best way to present that information in trial.

**Duties:**

* Creating charts, time lines, animated presentation
* Printing graphics in a poster-sized format
* Mounting graphics on large format to foam core
* Digitize audio and video
* Synchronize audio and video with transcripts
* Duplicate CDs and DVDs
* Create posters, pamphlets, covers, flyers and publications for:
  - Press conferences
  - Training conferences
  - Reports

**Software:**

* PowerPoint
* Corel Draw
* TimeMap
* Adobe PhotoShop
* Sanction
* ATPM (Advanced Transcript Presentation Manager)
* Ulead Video Studio

5. Presentation

Design an effective presentation of all of the evidence for trial.

**Duties:**

* Prepare and organize all digital evidence to present during trial
* Assisting attorney presenting digital evidence at trial

**Software used:**

* Sanction
* Advanced Transcript Presentation Manager (ATPM)
* PowerPoint