

Integrated Services

Client Centered

TLI Solutions' integrated services helps control costly discovery and trial preparation activities.

Potential Asbestos Claims, Reducing Litigation Costs

TLI Solutions (formerly a part of TechLaw) was retained by a major engineering and construction company to assist the company's national outside counsel with preparation of its defense against expected future asbestos litigation. The company's defense team needed to understand the historical policies and procedures it used to protect its workers from asbestos and how those policies and procedures changed over the course of decades in response to the evolution of scientific understanding of the hazards of asbestos exposure. The challenge was to cull down approximately three million pages of documents from retired Safety Department files to a manageable size. The company maintains a document repository of 200,000 boxes of paper documents, residing in three locations, which are being digitized for use in an automated document management system for litigation-related matters. TLI Solutions was selected from a pool of 30 vendors bidding for the company's account, based on a combination of technical expertise, industry reputation and knowledge, and price considerations.

To assist counsel in potential discovery requests, TLI Solutions' environmental professional staff characterized the contents of the records and assigned them to three major categories:

- Pertinent to potential future asbestos litigation
- Potentially-pertinent to potential future litigation
- Not-pertinent

By integrating trained environmental professionals into the Litigation Support team for this categorization, the work could be protected as *Attorney Work Product* and hence they would not be called on to testify about it. The company was able to cull the entire population of documents down to almost 1/3 requiring full scanning, indexing and coding. Thus saving the company over \$1/2 million.

To maintain a complete record—while still allowing for future responses to subpoenas—samples of documents within non-pertinent boxes were collected for scanning by TLI Solutions' litigation support professionals. When necessary to produce documents for opposition counsel, the opposition counsel can be shown why some boxes are not pertinent to the case or worth the cost of reproduction. The project finished early and under budget.

Additionally, TLI Solutions continue to handle dozens of asbestos-related *review* projects for the company on a daily basis. The review projects entail collections of boxes identified by an outside or internal source

as being pertinent to a potential upcoming action. In this case, the documents are reviewed by TLI Solutions personnel to ensure that all pre-processing procedures have been properly followed by company personnel in assigning categories to records at the inception of each asbestos-related project. Administrative support multiparty negotiations require extensive administrative support. Our database systems are linked with administrative tracking and mailing systems—increasing efficiency and reducing error.

Services for Expert Deposition Archives

TLI Solutions' client, a major medical malpractice insurance firm, uses an internal *Core Imaging Team* to manage critical business practice modernization efforts. The Core Imaging Team is made up of representatives from four of the firm's departments. The Team worked with TLI Solutions to develop a long-term solution to eliminate costly inefficiencies related to discovery and trial preparation activities associated with researching industry experts. Specifically, it was recognized that the research conducted by various law firms on industry experts was

frequently duplicative and—
additionally—
of varying quality.

Initially, TLI Solutions provided consulting related to the database, load file, and coding sheet specifications.

We then provided scanning and coding services for internal files that had previously been prepared for scanning. As the project progressed, the firm recognized that members of TLI Solutions' trained document preparation staff could be integrated into the process to expedite the document organization, deduplication, indexing, and preparation of the document collections provided by the *outside* law firms.

More than 500 boxes of documents from 20 locations were processed during the initial phase of this ongoing project.

To prepare documents for the Expert Deposition Archives project, TLI Solutions used five confidential and proprietary databases to eliminate duplicates, assign and record case-specific and expert-specific information, and also to verify professional registration status. In addition, an index of the documents was created by capturing bibliographic information, and limited subjective coding, which was very important to the client. These steps were critical for future document recovery and deduplication efforts. Once documents were identified, over a ½ million pages were scanned in by TLI Solutions and then coded and delivered to a Web-based hosting partner for delivery to the client.

Midway through the project, TLI Solutions was consulted to discuss the impacts of adding a new document type to the project. We provided an effective database modification to account for the new document type and adjusted the project procedures to retrieve, prepare, and scan the new document type.

