



SINGAPORE ACADEMY OF LAW

A Crash Course designed to help Litigation Lawyers grasp Key Issues on the Legal, Practical and Technology aspects of E-Discovery & PD3 of 2009

E-DISCOVERY CRASH COURSE FOR LAWYERS – What You Need to Know in a Nutshell

26 August 2010, Thursday

2.30 - 5.30pm

Mediation Chambers 1 & 2, Supreme Court Level 2

Prior to PD3 of 2009, we did not draw a distinction between documents stored digitally (eg, emails, word files) and documents in paper form. We simply printed everything and furnished printed copies for inspection during discovery. PD3 of 2009 makes a monumental change to this paper-centric order of discovery, by providing a protocol for electronically stored documents such as emails, word files, digital voice recordings, and databases ("ESD") to be supplied and inspected in their original digital format.

Case Law in Singapore (Deutsche Bank AG v Chang Tse Wen [2010] SGHC 125) and in the UK have shown that PD3 will surface even in smaller cases. It is imperative that lawyers understand and get comfortable with their E-Discovery obligations.

HIGHLIGHTS

- **Tips in Drafting An E-discovery Protocol**
- **Preview of E-Discovery Software**
- **Best Practices, Trends & Useful Tips in E-Discovery Management**
- **Where Law Firms are at in the Singapore E-Discovery**

COURSE CONTENT

LAW

- PD3 Examined
- Case Law - S'pore, UK, USA
- Impact of PD3 on Disclosure Obligations

PRACTICE

- Impact of PD3 on Case Strategy & Preparation
- Opt In or Opt Out?
- Case Scenarios where PD3 is likely to arise
- Workflow Changes in Managing ESD
- Budgeting & Cost Controls in E-Discovery
- Paperless Litigation

TECHNOLOGY

- When is a forensic collection necessary?
- How E-Discovery software can help litigators do more with less
- E-Discovery terminology explained

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ABOUT THE SPEAKER

Serena Lim is the CEO of Bizibody Technology, a company that provides legal technology, and outsourced back office services to law firms in Singapore. Prior to starting Bizibody in 2000, Serena was a practising lawyer for 11 years, and managed KhattarWong's Hong Kong office.

Serena works with law firms to integrate technology into the different aspects of legal practices. Her insights into the backrooms of many law firms, daily dealings with lawyers and paralegals, and her fascination with technology and business trends, gives her a bird's eye view of what law firms need and the impact of technology on law and practice. At an industry level, the projects she is involved in, include Justice Online, Openlaw, iELS and Prime Law.

Serena is a regular contributor to the Law Society Law Gazette publication. She has also contributed substantially to the design and delivery of practice management courses run by the Temasek Business School, the Law Society of Singapore and the Singapore Academy of Law. She is a member of the Advisory Board to the Subordinate Court's iCourtLab, as well as a member of the Singapore Academy of Law's Small Law Firms' Stature Enhancement Sub-Committee.

ABOUT DMC

Data Management Corporation (DMC) is Asia's leading document management, data processing and software solutions services provider in support of litigation, arbitration and investigation projects.

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DMC has also established global alliances with partners in the United States and Europe, giving us a unique reach to support local and global projects meeting the growing need to support unique and complex matters.

Registration Form

- Registration for the event may be made:
 - a) By email to bryan_ng@sal.org.sg.
 - b) by fax to: (65) 6336 5142
 - c) by mail to: LawNet Training Centre, Singapore Academy of Law, 1 Supreme Court Lane, Level 6 Singapore 178879
- Cancellation or postponement will have to be in writing at least 3 working days before the scheduled session. All sessions are subjected to confirmation
- If for any reason a participant is unable to attend any session, he/she can arrange for another person to attend without additional charges.
- All registration will be accepted on a first come first serve basis.
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- Please be punctual so that the course can start promptly.
- For enquiries, please call Tel: (65) 6332 4256 or email bryan_ng@sal.org.sg
- SAL's usual terms and conditions apply. See <http://www.sal.org.sg/RegistrationTermsNConditions.aspx>

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Time: 2.30pm - 5.30pm

Course Fee: S\$96.30 (Inclusive of 7% GST)

Venue: Mediation Chambers 1 & 2, Supreme Court

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