

# Index

## **ABA EDISCOVERY STANDARDS**

Best practices, § 1:20

## **ACCESS CONTROL LISTS**

Generally, § 2:15

## **ACCESSIBILITY**

Discovery conferences, § 6:15

## **ADDITIONAL REMEDIES**

Spoliation, this index

## **ADMISSIBILITY**

Social media and networks, § 10:8

## **ADMISSIONS, REQUESTS FOR**

Generally, § 6:28 to 6:30

Authentication of documents and electronically stored information, § 6:30

Role of requests, § 6:29

## **AMENDMENTS**

Federal Rules Of Civil Procedure, generally, § 1:4 to 1:17

## **AMERICAN DATA PRIVACY AND PROTECTION ACT**

Privilege and privacy, § 9:14

## **ANALYSIS**

Response to Discovery, this index

## **ANONYMOUS REMAILERS**

E-mail, § 2:29

## **APPROVAL**

Information management, § 3:9

## **ARCHIVES**

Archival data, § 2:21

Internet-related information, § 2:57

Preservation, archive media, § 8:11

## **ARTIFICIAL INTELLIGENCE**

Generally, § 14:16

Generative artificial intelligence tools, § 14:17

## **ATTENDANCE**

Discovery conferences, § 6:11

## **AUDIT**

Response to discovery, § 8:25

**AUDIT—Cont'd**

Trails, § 2:14

**AUTHENTICATION**

Admissions, requests for, authentication of documents and electronically stored information, § 6:30

Social media and networks, § 10:8

**AVOIDANCE**

Protective orders, cost shifting, § 13:12

**BACKUP SERVICES**

Internet-related information, § 2:55

**BACKUP STORAGE**

Protection of electronically stored information, § 1:27

Reasonably accessible information, § 12:5

Security, § 4:7

**BEST PRACTICES**

Generally, § 1:18 to 1:21

ABA eDiscovery Standards, § 1:20

Electronic Discovery Reference Model Project (EDRM), § 1:19

Pocket Guide for Judges, § 1:21

Sedona Principles, § 1:18

**BLOGS**

Internet-related information, § 2:45

**BUSINESS FUNCTION**

Response to discovery, identification, § 8:5

**BYOD**

Generally, § 2:24

**CACHE FILES**

Internet-related information, § 2:49

**CAPTURE OF RECORDS**

Information management, § 3:19

**CHAIN OF CUSTODY**

Response to discovery, § 8:25

**CHARACTERISTICS**

Electronically stored information, § 2:2

**CHILDREN'S ONLINE PRIVACY PROTECTION ACT OF 1998**

Privilege and privacy, § 9:13

**CLOUD COMPUTING**

Information management, records retention, § 3:23

Model Rules of Professional Conduct, § 14:14

## INDEX

### **COLLECTION**

- Litigation hold, implementation of, § 5:18
- Response to Discovery, this index

### **COMPETENCE**

- Model Rules of Professional Conduct, § 14:5, 14:6

### **COMPUTER FRAUD AND ABUSE ACT**

- Generally, § 9:8

### **COMPUTER LOGS**

- Generally, § 2:14

### **COMPUTER USE POLICIES**

- Security, § 4:12 to 4:18

### **COMPUTER VIRUSES**

- Protection of electronically stored information, § 1:25

### **CONFERENCES**

- Discovery Conferences, this index

### **CONSENT**

- Generally, § 2:21

### **CONSTITUTIONAL LAW**

- Privilege and privacy, § 9:2, 9:3

### **CONSULTANTS**

- Response to discovery, § 8:3

### **CONTENTS**

- Preservation letters, § 5:11
- Production and inspection, requests for, § 6:22

### **COOKIES**

- Internet-related information, § 2:47

### **COOPERATION**

- Discovery conferences, § 6:19

### **COSTS**

- Protective Orders, this index
- Reasonably accessible information, taxation of costs, § 12:9
- Response to Discovery, this index

### **COVERAGE**

- Information management, § 3:8

### **CULLING**

- Response to discovery, § 8:26

### **CULPABILITY**

- Spoliation, § 11:10

**DATA CONVERSION**

Response to discovery, § 8:22

**DATA MAPS**

Information management, records retention, § 3:24

**DATABASES**

Production and inspection, requests for, § 6:25

Reasonably accessible information, § 12:8

**DATE**

Time and Date, this index

**DEFAULT JUDGMENT**

Spoliation, § 11:17

**DEFINITIONS**

Electronically stored information, § 1:2

Record, § 3:17

Vital records, § 3:18

**DELETED INFORMATION**

Reasonably accessible information, § 12:7

Recoverable data, § 2:40

**DEPOSITIONS**

Nonparties, § 7:5

**DESTRUCTION OF ELECTRONICALLY STORED INFORMATION**

Information Management, this index

**DEVELOPMENT OF INFORMATION MANAGEMENT PROGRAM**

Information Management, this index

**DISASTER RECOVERY**

Generally, § 2:22

**DISCOVERY AND DISCLOSURE**

Generally, § 6:1 to 6:30 and see more specific topics

Admissions, Requests for, this index

Conferences. Discovery Conferences, this index

Disclosure, generally, § 6:7

Discovery plan

generally, § 6:5

discovery conference, failure to participate in framing discovery plan, § 6:17

Exchange of electronically stored information, § 6:2

Expert assistance, § 6:8

Persons who do computer work, discovery of, § 6:6

Preservation and litigation holds, § 5:12

Production of electronically stored information

generally, § 6:2

Production and Inspection, Requests for, this index

Saving time and money, § 6:3

## INDEX

### **DISCOVERY AND DISCLOSURE—Cont'd**

- Social media and networks, § 10:4
- Types of discoverable information, § 6:4
- Untruthfulness, Model Rules of Professional Conduct, § 14:11

### **DISCOVERY CONFERENCES**

- Generally, § 6:9 to 6:19
- Accessibility, § 6:15
- Attendance, § 6:11
- Cooperation, § 6:19
- Failure to participate in framing discovery plan, § 6:17
- Failure to resolve issues, § 6:16
- Form of production, § 6:13
- Preparation for conference, § 6:10
- Privilege, § 6:14
- Scheduling conference, § 6:18
- Topics, § 6:12 to 6:15

### **DISMISSAL OF ACTION**

- Spoliation, § 11:17

### **DISPERSAL OF ELECTRONICALLY STORED INFORMATION**

- Generally, § 2:5

### **DISPOSITION OF ELECTRONICALLY STORED INFORMATION**

- Information Management, this index

### **DOCUMENT DECLARATION**

- Information management, records retention, § 3:20

### **DOCUMENTATION**

- Information management, § 3:12

### **DUPLICATES**

- Information management, disposition of electronically stored information, § 3:31

### **DUTY TO PRESERVE**

- Social media and networks, § 10:2
- Spoliation, this index

### **E-MAIL**

- Anonymous remailers, § 2:29
- Impermanence, perception of, § 2:27
- Information Management, this index
- Model Rules of Professional Conduct, § 14:15
- Parts, § 2:28
- Production and inspection, requests for, § 6:23
- Spoofing, § 2:29
- Web based e-mail accounts, § 2:54

### **E-MAIL AND OTHER MESSAGING METHODS**

- Generally, § 2:26 to 2:37
- Encrypted applications, § 2:38

**E-MAIL AND OTHER MESSAGING METHODS—Cont'd**

Google Hangouts Meet and Google Hangouts Chat, § 2:37

iMessage, § 2:36

Security, § 4:18

Slack, § 2:32

Snapchat, § 2:31

Text messages, § 2:30

Twitter, § 2:33

Viber, § 2:35

WhatsApp, § 2:34

**ELECTRONIC COMMUNICATIONS PRIVACY ACT**

Generally, § 9:6, 9:7

**ELECTRONIC DATA INTERCHANGE**

Generally, § 2:16

**ELECTRONIC DISCOVERY REFERENCE MODEL PROJECT (EDRM)**

Best practices, § 1:19

**ELECTRONIC IMAGING**

Information management, disposition after electronic imaging, § 3:29

**ELECTRONICALLY STORED INFORMATION**

Generally, § 2:1 to 2:57, 4:1 to 4:18

Access control lists, § 2:15

Archival data, § 2:21

Audit trails, § 2:14

BYOD, § 2:24

Characteristics, § 2:2

Computer logs, § 2:14

Disaster recovery, § 2:22

Dispersal, § 2:5

E-Mail, this index

Electronic data interchange, § 2:16

Embedded data, § 2:13

Enterprise intranets, § 2:18

Environmental dependence, § 2:4

GPS, § 2:17

Home computers, § 2:19

Internet-Related Information, this index

Laptops, § 2:19

Metadata, § 2:3, 2:13

Mirror discs, § 2:11

Networks, § 2:7

Obsolescence, § 2:4

Program files, § 2:12

Recoverable Data, this index

Removable media, § 2:8

Searchability, § 2:5

## INDEX

### **ELECTRONICALLY STORED INFORMATION—Cont'd**

- Smart phones, § 2:20
- Sources, generally, § 2:6 to 2:56
- Swap files, § 2:10
- Tablets, § 2:20
- Temporary files, § 2:9
- Vendors, § 2:23
- Wearable technology, § 2:25

### **ELEMENTS OF INFORMATION MANAGEMENT PROGRAM**

- Information Management, this index

### **EMBEDDED DATA**

- Generally, § 2:13

### **EMOTICONS AND EMOJIS**

- Social media and networks, § 10:6

### **EMPLOYEE MONITORING SOFTWARE**

- Internet-related information, § 2:51

### **ENCRYPTION**

- E-mail and other messaging methods, § 2:38
- Protection of electronically stored information, § 1:29
- Security, § 4:9

### **ENTERPRISE INTRANETS**

- Generally, § 2:18

### **ENVIRONMENTAL DEPENDENCE**

- Generally, § 2:4

### **ETHICS**

- Social media and networks, § 10:3
- Spoliation, duty to preserve, § 11:6

### **ETHICS AND PROFESSIONALISM**

- Generally, § 1:3, 14:1 et seq.
- Cloud computing, § 14:14
- Competence, § 14:5, 14:6
- E-mail, § 14:15
- Federal Rules, § 14:2 to 14:4
- Metadata, § 14:10
- Model Rules of Professional Conduct, § 14:12
  - generally, § 14:5 to 14:15
  - cloud computing, § 14:14
  - competence, § 14:5, 14:6
  - e-mail, § 14:15
  - metadata, § 14:10
  - reasonable inquiry, § 14:7
  - receipt of unauthorized or inadvertently produced material, § 14:8, 14:9
  - social media, § 14:12, 14:13

**ETHICS AND PROFESSIONALISM—Cont'd**

Model Rules of Professional Conduct, § 14:12—Cont'd

untruthfulness in discovery, § 14:11

Reasonable inquiry, § 14:7

Receipt of unauthorized or inadvertently produced material, § 14:8, 14:9

Social media, § 14:12, 14:13

Untruthfulness in discovery, § 14:11

**EU-US DATA PRIVACY FRAMEWORK**

Privilege and privacy, § 9:15

**EUROPEAN DATA PROTECTION DIRECTIVE**

Generally, § 9:10

**EVALUATION**

Response to discovery, § 8:24

**EXCHANGE**

Discovery and disclosure, electronically stored information, § 6:2

**EXPERT ASSISTANCE**

Discovery and disclosure, § 6:8

Production and inspection, requests for, § 6:27

**EXTENT OF DISCOVERY**

Protective orders, objections, § 13:7

**FEDERAL RULES OF CIVIL PROCEDURE**

Amendments to rules, generally, § 1:4 to 1:17

**FEDERAL RULES OF EVIDENCE**

Privilege and Privacy, this index

**FEDERAL WIRETAPPING AND ELECTRONIC SURVEILLANCE ACT**

Generally, § 9:5

**FIREWALLS**

Protection of electronically stored information, § 1:26

Security, § 4:6

**FIRST AMENDMENT**

Privilege and privacy, § 9:2

**FORESEEABILITY OF LITIGATION**

Preservation and litigation holds, § 5:3

Spoliation, duty to preserve, § 11:5

**FORM AND FORMS**

Discovery conferences, form of production, § 6:13

Nonparties, production of electronically stored information, § 7:8

Production and inspection, requests for, § 6:22

Response to discovery, form of production, § 8:42

**FREQUENCY OF DISCOVERY**

Protective orders, objections, § 13:7



## INDEX

### **FURTHER DISCOVERY**

Spoliation, § 11:13

### **GENERAL DATA PROTECTION REGULATION (GDPR)**

Generally, § 9:12

### **GOOD CAUSE**

Protective orders, § 13:3, 13:5

### **GOOGLE HANGOUTS MEET AND GOOGLE HANGOUTS CHAT**

E-mail and other messaging methods, § 2:37

### **GPS**

Generally, § 2:17

### **HISTORY FILES**

Internet-related information, § 2:50

### **HOME COMPUTERS**

Generally, § 2:19

### **IDENTIFICATION**

Information management, destruction of electronically stored information,  
§ 3:27

Litigation hold, implementation of, § 5:16

Response to Discovery, this index

### **IMESSAGE**

e-mail and other messaging methods, § 2:36

### **IMPERMANENCE**

E-mail, perception of impermanence, § 2:27

### **IMPLEMENTATION**

Preservation and Litigation Holds, this index

### **INADVERTENT PRODUCTION**

Privilege and Privacy, this index

### **INDEPENDENT CAUSE OF ACTION**

Spoliation, § 11:18

### **INFORMATION MANAGEMENT**

Generally, § 3:1 to 3:32

Capture of records, § 3:19

Cloud computing, records retention, § 3:23

Coverage, § 3:8

Data maps, records retention, § 3:24

Definitions

record, § 3:17

vital records, § 3:18

Destruction of electronically stored information

generally, § 3:25 to 3:27, 3:32

identification and review, § 3:27

**INFORMATION MANAGEMENT—Cont'd**

- Destruction of electronically stored information—Cont'd
  - statutes, § 3:26
- Development of information management program
  - generally, § 3:3 to 3:6
  - organizational needs, determination of, § 3:5
  - team, § 3:4
  - training and publicizing, § 3:6
- Disposition of electronically stored information
  - generally, § 3:10, 3:11, 3:28 to 3:32
  - destruction of electronically stored information, above
  - duplicates, § 3:31
  - e-mail, § 3:30
    - electronic imaging, disposition after, § 3:29
- Document declaration, records retention, § 3:20
- Documentation, § 3:12
- Duplicates, disposition of electronically stored information, § 3:31
- E-mail
  - disposition of electronically stored information, § 3:30
  - records retention, § 3:22
- Electronic imaging, disposition after, § 3:29
- Elements of information management program
  - generally, § 3:7 to 3:14
  - coverage, § 3:8
  - disposition of records, § 3:10, 3:11
  - documentation, § 3:12
  - monitoring and managing, § 3:13
  - retention periods, establishment of, § 3:11
  - suspension of destruction of records, § 3:14
  - written approval, § 3:9
- Identification, destruction of electronically stored information, § 3:27
- Litigation holds, compared, § 3:2
- Monitoring and managing, § 3:13
- Organizational needs, development of information management program, § 3:5
- Publicizing, development of information management program, § 3:6
- Record, defined, § 3:17
- Records retention
  - generally, § 3:16 to 3:24
  - capture of records, § 3:19
  - cloud computing, § 3:23
  - data maps, § 3:24
  - definitions, § 3:17, 3:18
  - document declaration, § 3:20
  - e-mail, § 3:22
  - retention periods, establishment of, § 3:11
  - websites, § 3:21
- Review, destruction of electronically stored information, § 3:27

## INDEX

### **INFORMATION MANAGEMENT—Cont'd**

- Software, § 3:15
- Suspension of destruction of records, § 3:14
- Team, development of information management program, § 3:4
- Training, development of information management program, § 3:6
- Vital records, defined, § 3:18
- Websites, records retention, § 3:21
- Written approval, § 3:9

### **INFORMATION UNDER CONTROL OF PARTY**

- Spoliation, duty to preserve, § 11:4

### **INSPECTION, REQUESTS FOR**

- Production and Inspection, Requests for, this index

### **INSTANT MESSAGING**

- Internet-related information, § 2:53

### **INSTRUCTIONS TO JURY**

- Spoliation, § 11:16

### **INTENT**

- Spoliation, finding that party acted with intent to deprive, § 11:15 to 11:17

### **INTERNET-RELATED INFORMATION**

- Generally, § 2:44 to 2:56
- Archives, § 2:57
- Backup services, § 2:55
- Blogs, § 2:45
- Cache files, § 2:49
- Cookies, § 2:47
- Employee monitoring software, § 2:51
- History files, § 2:50
- Instant messaging, § 2:53
- Mirror sites, § 2:52
- Public databases, § 2:46
- Social media, § 2:56
- Web based e-mail accounts, § 2:54
- Website log files, § 2:48

### **JUDICIAL PRIVACY POLICY**

- Generally, § 9:9

### **JURY TRIAL**

- Spoliation, § 11:8, 11:16

### **LAPTOPS**

- Generally, § 2:19

### **LEGACY SYSTEMS**

- Reasonably accessible information, § 12:6

**LETTERS**

Preservation and Litigation Holds, this index

**LITIGATION HOLDS**

Preservation and Litigation Holds, this index

**MANAGEMENT**

Information Management, this index

Response to discovery, review process, § 8:34

**METADATA**

Generally, § 2:3, 2:13

Model Rules of Professional Conduct, § 14:10

Privileges, § 9:18

Response to discovery, § 8:45

**METHODOLOGY**

Response to discovery, collection, § 8:16

**MIRROR DISCS**

Generally, § 2:11

**MIRROR SITES**

Internet-related information, § 2:52

**MOBILE DEVICES AT WORK**

Security, § 4:13

**MONEY**

Discovery and disclosure, saving time and money, § 6:3

**MONITORING**

Information management, § 3:13

**NEGOTIATION**

Response to discovery, production, § 8:41

**NETWORKS**

Generally, § 2:7

**NONPARTIES**

Generally, § 7:1 to 7:11

Challenges to subpoenas. Subpoenas, below

Depositions, § 7:5

Discovery from nonparties, generally, § 7:1 to 7:11

Form of production of electronically stored information, § 7:8

Issuance of subpoenas, § 7:3

Privileges, protection of, § 7:10

Production of electronically stored information

generally, § 7:6 to 7:8

form of production, § 7:8

social networks, § 7:7

Service of subpoenas, § 7:4

Social networks, production of electronically stored information, § 7:7

## INDEX

### **NONPARTIES—Cont'd**

#### Subpoenas

generally, § 7:2 to 7:4, 7:9 to 7:11

challenges, generally, § 7:9 to 7:11

issuance, § 7:3

privileges, protection of, § 7:10

service, § 7:4

undue burden or expenses, protection from, § 7:11

work product, protection of, § 7:10

Undue burden or expenses, protection from, § 7:11

Work product, protection of, § 7:10

### **NONTEXTUAL MATERIAL**

Recoverable data, § 2:43

### **NOT REASONABLY ACCESSIBLE**

Reasonably Accessible Information, this index

### **OBJECTIONS**

Protective Orders, this index

### **OBSOLESCENCE OF ELECTRONICALLY STORED INFORMATION**

Generally, § 2:4

### **ORDERS**

Preservation orders, § 5:8

### **ORGANIZATIONAL NEEDS**

Information management program, development of, § 3:5

### **PARTS**

E-mail, § 2:28

### **PASSWORDS**

Protection of electronically stored information, § 1:24

Security, § 4:4

### **PEER-TO-PEER FILE SHARING**

Security, § 4:16

### **PERIPHERALS**

Recoverable data, information stored in peripherals, § 2:41

### **PHISHING**

Security, § 4:8

### **PLANS AND PLANNING**

Preservation plans, § 5:7

Response to Discovery, this index

### **POCKET GUIDE FOR JUDGES**

Best practices, § 1:21

### **POSSESSION, CUSTODY, OR CONTROL**

Preservation and litigation holds, § 5:6

**PRE-PLANNING**

Response to discovery, § 8:18

**PRECAUTIONS**

Privilege and privacy, Federal Rules of Evidence, Rule 502, § 9:26

**PREJUDICE**

Spoliation, § 11:11

**PREPARATION**

Discovery conferences, § 6:10

**PRESENTATION**

Response to discovery, § 8:44, 8:45

**PRESERVATION AND LITIGATION HOLDS**

Generally, § 5:1 to 5:15

Basic considerations, § 5:5

Collection, implementation of litigation hold, § 5:18

Consequences, § 5:11, 5:13

Contents of preservation letters, § 5:11

Discoverability of litigation hold letters, § 5:12

Failure to preserve, § 5:14

Foreseeability of litigation, § 5:3

Identification, implementation of litigation hold, § 5:16

Implementation of litigation hold

generally, § 5:15 to 5:18

collection, § 5:18

identification, § 5:16

preservation, § 5:17

Information management, compared, § 3:2

Initial considerations, § 5:2

Possession, custody, or control, § 5:6

Preservation letters

Generally, § 5:9 to 5:11

contents, § 5:11

timing, § 5:10

Preservation orders, § 5:8

Preservation plans, § 5:7

Preservation, implementation of litigation hold, § 5:17

Response to Discovery, this index

Scope of duty to preserve, § 5:4

Spoliation, this index

Timing of preservation letters, § 5:10

**PRIORITIES**

Response to discovery, § 8:26

**PRIVACY**

Privilege and Privacy, this index

Social media and networks, § 10:5

## INDEX

### PRIVILEGE AND PRIVACY

- Generally, § 9:1 to 9:28
- American Data Privacy and Protection Act, § 9:14
- Children's Online Privacy Protection Act of 1998, § 9:13
- Computer Fraud and Abuse Act, § 9:8
- Discovery conferences, § 6:14
- Electronic Communications Privacy Act, § 9:6, 9:7
- EU-US Data Privacy Framework, § 9:15
- European Data Protection Directive, § 9:10
- Federal Rules of Evidence, Rule 502
  - generally, § 9:23 to 9:27
  - inadvertence, § 9:25
  - precautions, § 9:26
  - prompt remedial measures, § 9:27
- Federal Wiretapping and Electronic Surveillance Act, § 9:5
- First Amendment, § 9:2
- General Data Protection Regulation (GDPR), § 9:12
- Health Insurance Portability and Accountability Act, § 9:4
- Inadvertent production
  - generally, § 9:21 to 9:28
  - Federal Rules of Evidence, Rule 502, above
  - quick peek agreements, § 9:28
  - recovery of produced material, § 9:22
- Judicial privacy policy, § 9:9
- Metadata, privileges, § 9:18
- Nonparties, § 7:10
- Precautions, Federal Rules of Evidence, Rule 502, § 9:26
- Privileges
  - generally, § 9:17 to 9:20
  - metadata, § 9:18
  - privilege log, § 9:19
  - review of documents, § 9:20
- Prompt remedial measures, Federal Rules of Evidence, Rule 502, § 9:27
- Proprietary information, § 9:11
- Quick peek agreements, § 9:28
- Recovery of inadvertently produced material, § 9:22
- Response to discovery, review, § 8:36
- Review of documents, privileges, § 9:20
- Statutory protection, generally, § 9:4 to 9:12
- Stored Communications and Transactional Records Act, § 9:7
- Trade secrets, § 9:11
- Work product, § 9:13

### PROCESS

- Response to Discovery, this index

### PRODUCTION AND INSPECTION, REQUESTS FOR

- Generally, § 6:20 to 6:27

**PRODUCTION AND INSPECTION, REQUESTS FOR—Cont'd**

- Contents of request, § 6:22
- Databases, § 6:25
- E-mail, § 6:23
- Expert assistance, § 6:27
- Form of request, § 6:22
- Making requests, § 6:21, 6:22
- Videoconferencing, § 6:24
- Voicemail, § 6:24

**PRODUCTION OF ELECTRONICALLY STORED INFORMATION**

- Discovery and Disclosure, this index
- Nonparties, this index
- Requests for production. Production and inspection, requests for, this index
- Response to Discovery, this index

**PROGRAM FILES**

- Generally, § 2:12

**PROMPT REMEDIAL MEASURES**

- Privilege and privacy, Federal Rules of Evidence, Rule 502, § 9:27

**PROPORTIONALITY**

- Protective orders, § 13:9
- Social media and networks, § 10:7

**PROPRIETARY INFORMATION**

- Privilege and privacy, § 9:11

**PROTECTION OF ELECTRONICALLY STORED INFORMATION**

- Generally, § 1:22 to 1:29
- Backup storage, § 1:27
- Computer viruses, § 1:25
- Encryption, § 1:29
- Firewalls, § 1:26
- Passwords, § 1:24
- Spyware, § 1:26
- Technology use policy, § 1:28
- Updates, § 1:23

**PROTECTIVE ORDERS**

- Generally, § 13:1 to 13:12
- Avoidance, cost shifting, § 13:12
- Cost shifting
  - generally, § 13:10 to 13:12
  - determination of appropriateness, § 13:11
  - resistance and avoidance, § 13:12
- Determination of appropriateness of cost shifting, § 13:11
- Extent of discovery, objections, § 13:7
- Frequency of discovery, objections, § 13:7
- Good cause, § 13:3, 13:5



## INDEX

### **PROTECTIVE ORDERS—Cont'd**

Not reasonably accessible information, § 13:13

Objections

frequency or extent of discovery, § 13:7

relevance, § 13:6

Procedure to obtain order, § 13:4

Proportionality, § 13:9

Relevance, objections, § 13:6

Resistance, cost shifting, § 13:12

Undue burden, § 13:8

### **PUBLIC DATABASES**

Internet-related information, § 2:46

### **PUBLICIZING**

Information management program, development of, § 3:6

### **QUALITY CONTROL**

Response to discovery, § 8:21

### **QUICK PEEK AGREEMENTS**

Privilege and privacy, § 9:28

### **REASONABLE INQUIRY**

Model Rules of Professional Conduct, § 14:7

### **REASONABLY ACCESSIBLE INFORMATION**

Generally, § 12:1 to 12:9

Backup tapes, § 12:5

Claim that information is not reasonably accessible, § 12:3, 12:4

Costs, taxation of, § 12:9

Databases, § 12:8

Deleted information, § 12:7

Legacy systems, § 12:6

Not reasonably accessible, generally, § 12:1 to 12:9

Order requiring discovery of information not reasonably accessible, § 12:4

Protective orders, § 13:13

Responding party, claim that information is not reasonably accessible, § 12:3

Sources

generally, § 12:5 to 12:8

backup tapes, § 12:5

databases, § 12:8

deleted information, § 12:7

legacy systems, § 12:6

Two-tiered analysis, § 12:2

### **RECEIPT OF UNAUTHORIZED OR INADVERTENTLY PRODUCED MATERIAL**

Model Rules of Professional Conduct, § 14:8, 14:9

### **RECORDS RETENTION**

Information Management, this index

**RECOVERABLE DATA**

- Generally, § 2:39 to 2:42
- Deleted files, § 2:40
- Nontextual material, discovery of, § 2:43
- Peripherals, information stored in, § 2:41
- Source code escrows, § 2:42

**RECOVERY**

- Privilege and privacy, inadvertently produced material, § 9:22

**REDACTIONS**

- Response to discovery, § 8:43

**RELEVANCE**

- Protective orders, objections, § 13:6

**REMOVABLE MEDIA**

- Generally, § 2:8

**REPORTS**

- Response to discovery, § 8:23

**REQUESTS FOR ADMISSIONS**

- Admissions, Requests for, this index

**RESISTANCE**

- Protective orders, cost shifting, § 13:12

**RESPONSE TO DISCOVERY**

- Generally, § 8:1 to 8:42
- Analysis
  - generally, § 8:37 to 8:39
  - pitfalls, § 8:39
  - techniques and tools, § 8:38
- Archive media, preservation, § 8:11
- Audit, § 8:25
- Business function, identification, § 8:5
- Chain of custody, § 8:25
- Collection
  - generally, § 8:12 to 8:16
  - methodology, § 8:16
  - planning, § 8:13
  - scope, § 8:15
  - security, § 8:14
- Consultants, use of, § 8:3
- Costs
  - identification, completion of production, § 8:8
  - process, cost drivers, § 8:30
- Culling, § 8:26
- Data conversion, § 8:22
- Document search results, § 8:28
- Evaluation, § 8:24

## INDEX

### **RESPONSE TO DISCOVERY—Cont'd**

Form of production, § 8:42

Identification

generally, § 8:4 to 8:8

business function, § 8:5

costs and time to complete production, § 8:8

possible impediments to production, § 8:7

technology, § 8:6

Management of review process, § 8:34

Metadata, § 8:45

Methodology, collection, § 8:16

Negotiation considerations, production, § 8:41

Planning

collection, § 8:13

review, § 8:32

Possible impediments to production, identification, § 8:7

Pre-planning, § 8:18

Presentation, § 8:42

Preservation

generally, § 8:9 to 8:11

archive media, § 8:11

technical assistance, § 8:10

Prioritizing, § 8:26

Privileges, review, § 8:36

Process

generally, § 8:17 to 8:30

audit and chain of custody, § 8:25

cost drivers, § 8:30

culling, prioritizing and triage, § 8:26

data conversion, § 8:22

document search results, § 8:28

evaluation, § 8:24

pre-planning, § 8:18

quality control, § 8:21

reports, § 8:23

searches, § 8:27

specifications, § 8:19

stages, § 8:20

validation of results, § 8:29

Production

generally, § 8:40 to 8:42

form, § 8:42

negotiation considerations, § 8:41

redactions, § 8:43

Quality control, § 8:21

Redactions, § 8:43

Reports, § 8:23

**RESPONSE TO DISCOVERY—Cont'd**

Review

- generally, § 8:31 to 8:36
- management of process, § 8:34
- planning, § 8:32
- privileges, § 8:36
- selection of vendor, § 8:33
- technology assisted, § 8:35

Scope, collection, § 8:15

Searches, § 8:27

Security, collection, § 8:14

Selection of vendor, review, § 8:33

Specifications, § 8:19

Stages, § 8:20

Technical assistance, preservation, § 8:10

Techniques and tools, analysis, § 8:38

Technology

- identification, § 8:6

Technology assisted

- review, § 8:35

Time to complete production, identification, § 8:8

Triage, § 8:26

Validation of results, § 8:29

Vendors, use of, § 8:3

**RETENTION OF RECORDS**

- Information Management, this index

**REVIEW**

- Information management, destruction of electronically stored information, § 3:27

- Privileges, § 9:20

- Response to Discovery, this index

**SAFE HARBOR**

- Spoliation, § 11:9

**SANCTIONS**

- Generally, § 1:3

**SCHEDULING**

- Discovery conferences, § 6:18

**SCOPE**

- Response to discovery, collection, § 8:15

**SEARCHABILITY**

- Generally, § 2:5

**SEARCHES**

- Response to discovery, § 8:27

- Response to discovery, search results, § 8:28

## INDEX

### SECURITY

- Generally, § 4:1 et seq.
- Backup storage, § 4:7
- Computer use policies, § 4:12 to 4:18
- E-mail usage, § 4:18
- Encryption, § 4:9
- Firewalls, § 4:6
- Mobile devices at work, § 4:13
- Passwords, § 4:4
- Peer-to-peer file sharing, § 4:16
- Phishing, § 4:8
- Response to discovery, collection, § 8:14
- Shadow information technology, § 4:2
- Software updates, § 4:3
- Spyware, § 4:6
- Travel, § 4:10
- USB ports, § 4:15
- Viruses, § 4:5
- Voice-activated electronic devices, § 4:11

### SEDONA PRINCIPLES

- Best practices, § 1:18

### SELECTION OF VENDOR

- Response to discovery, review, § 8:33

### SERVICE

- Nonparties, subpoenas, § 7:4

### SHADOW INFORMATION TECHNOLOGY

- Security, § 4:2

### SLACK

- E-mail and other messaging methods, § 2:32

### SMART PHONES

- Generally, § 2:20

### SNAPCHAT

- E-mail and other messaging methods, § 2:31

### SOCIAL MEDIA AND NETWORKS

- Generally, § 10:1 et seq.
- Admissibility, § 10:8
- Authentication, § 10:8
- Discoverability, § 10:4
- Duty to preserve, § 10:2
- Emoticons and emojis, § 10:6
- Ethics, § 10:3
- Internet-related information, § 2:56
- Model Rules of Professional Conduct, § 14:12, 14:13
- Nonparties, production of electronically stored information, § 7:7

**SOCIAL MEDIA AND NETWORKS—Cont'd**

Privacy, § 10:5

Proportionality, § 10:7

**SOFTWARE**

Information management, § 3:15

**SOFTWARE UPDATES**

Security, § 4:3

**SOURCE CODE ESCROWS**

Recoverable data, § 2:42

**SOURCES**

Electronically Stored Information, this index

Reasonably Accessible Information, this index

**SPECIFICATIONS**

Response to discovery, § 8:19

**SPOILIATION**

Generally, § 11:1 to 11:15

Additional remedies

generally, § 11:14 to 11:17

dismissal of action or entry of default judgment, § 11:17

instructions to jury, § 11:16

intent to deprive, finding that party acted with, § 11:15 to 11:17

Culpability, § 11:10

Default judgment, entry of, § 11:17

Determination whether sanctions should be imposed, generally, § 11:7 et seq.

Determining sanctions to be applied, generally, § 11:12 to 11:18

Dismissal of action, § 11:17

Duty to preserve

generally, § 11:3 to 11:6

ethics, § 11:6

foreseeability of future litigation, § 11:5

information under control of party, § 11:4

Ethics, duty to preserve, § 11:6

Foreseeability of future litigation, duty to preserve, § 11:5

Further discovery, § 11:13

Independent cause of action, § 11:18

Information under control of party, duty to preserve, § 11:4

Instructions to jury, § 11:16

Intent to deprive, finding that party acted with, § 11:15 to 11:17

Prejudice to discovering party, § 11:11

Safe harbor, § 11:9

Trial by jury, § 11:8

**SPOOFING**

E-mail, § 2:29

## INDEX

### **SPYWARE**

- Protection of electronically stored information, § 1:26
- Security, § 4:6

### **STAGES**

- Response to discovery, § 8:20

### **STORED COMMUNICATIONS AND TRANSACTIONAL RECORDS ACT**

- Generally, § 9:7

### **SUBPOENAS**

- Nonparties, this index

### **SUSPENSION**

- Information management, destruction of records, § 3:14

### **SWAP FILES**

- Generally, § 2:10

### **TABLETS**

- Generally, § 2:20

### **TEAM**

- Information management program, development of, § 3:4

### **TECHNICAL ASSISTANCE**

- Response to discovery, preservation, § 8:10

### **TECHNIQUES AND TOOLS**

- Response to discovery, analysis, § 8:38

### **TECHNOLOGY**

- Protection of electronically stored information, technology use policy, § 1:28
- Response to Discovery, this index

### **TEMPORARY FILES**

- Generally, § 2:9

### **TEXT MESSAGES**

- E-mail and other messaging methods, § 2:30

### **TIME AND DATE**

- Discovery and disclosure, saving time and money, § 6:3
- Preservation letters, § 5:10
- Response to discovery, time to complete production, § 8:8

### **TOOLS AND TECHNIQUES**

- Response to discovery, analysis, § 8:38

### **TOPICS**

- Discovery conferences, § 6:12 to 6:15

### **TRADE SECRETS**

- Privilege and privacy, § 9:11

**TRAINING**

Information management program, development of, § 3:6

**TRAVEL**

Security, § 4:10

**TRIAGE**

Response to discovery, § 8:26

**TWITTER**

E-mail and other messaging methods, § 2:33

**TWO-TIERED ANALYSIS**

Reasonably accessible information, § 12:2

**UNDUE BURDEN OR EXPENSES**

Nonparties, § 7:11

Protective orders, § 13:8

**UPDATES**

Protection of electronically stored information, § 1:23

**USB PORTS**

Security, § 4:15

**VALIDATION OF RESULTS**

Response to discovery, § 8:29

**VENDORS**

Generally, § 2:23

Response to discovery, use of vendors, § 8:3

**VIBER**

E-mail and other messaging methods, § 2:35

**VIDEOCONFERENCING**

Production and inspection, requests for, § 6:24

**VIRUSES**

Protection of electronically stored information, § 1:25

Security, § 4:5

**VOICE-ACTIVATED ELECTRONIC DEVICES**

Security, § 4:11

**VOICEMAIL**

Production and inspection, requests for, § 6:24

**WEARABLE TECHNOLOGY**

Generally, § 2:25

**WEB BASED E-MAIL ACCOUNTS**

Internet-related information, § 2:54

**WEBSITES**

Information management, records retention, § 3:21



## INDEX

### **WEBSITES—Cont'd**

Log files, § **2:48**

### **WHATSAPP**

E-mail and other messaging methods, § **2:34**

### **WORK PRODUCT**

Nonparties, § **7:10**

Privilege and privacy, § **9:16**

### **WRITTEN APPROVAL**

Information management, § **3:9**