Table of Contents

B. SOURCES OF ESI—GENERALLY

C. SOURCES OF ESI—EMAIL AND OTHER MESSAGING METHODS

D. INFORMATION-MANAGEMENT SOFTWARE

E. RECORDS RETENTION

F. DESTRUCTION OF ELECTRONICALLY STORED INFORMATION

G. DISPOSITION OF ELECTRONICALLY STORED INFORMATION

CHAPTER 4. ELECTRONICALLY STORED INFORMATION AND SECURITY

A. INTRODUCTION

E. CONSEQUENCES

F. IMPLEMENTING A LITIGATION HOLD

CHAPTER 6. DISCOVERY AND DISCLOSURE OF ELECTRONICALLY STORED INFORMATION

A. INTRODUCTION

B. DISCOVERY CONFERENCES

C. REQUESTS FOR PRODUCTION AND INSPECTION

D. REQUESTS FOR ADMISSIONS

CHAPTER 7. DISCOVERY FROM NON-PARTIES

A. INTRODUCTION

B. SUBPOENAS

C. DEPOSITIONS

D. PRODUCTION OF ELECTRONICALLY STORED INFORMATION

E. CHALLENGING A SUBPOENA

CHAPTER 8. RESPONDING TO DISCOVERY

A. INTRODUCTION

B. IDENTIFYING

C. PRESERVING

D. COLLECTING

E. PROCESSING

C. WORK PRODUCT

D. PRIVILEGES

E. INADVERTENT PRODUCTION

CHAPTER 10. SOCIAL MEDIA, EMOTICONS AND EMOJIS

CHAPTER 11. SPOLIATION AND SANCTIONS

A. INTRODUCTION

B. DUTY TO PRESERVE

C. DETERMINING WHETHER MEASURES TO CURE THE SPOLIATION SHOULD BE ORDERED

D. DETERMINING WHAT MEASURES TO CURE THE SPOLIATION SHOULD BE APPLIED

CHAPTER 12. NOT REASONABLY ACCESSIBLE ELECTRONICALLY STORED INFORMATION

A. INTRODUCTION

B. CLAIM INFORMATION NOT REASONABLY ACCESSIBLE

C. SOURCES

D. TAXATION OF COSTS

CHAPTER 13. PROTECTIVE ORDERS AND COST SHIFTING

A. INTRODUCTION

B. PROTECTIVE ORDERS

C. OBJECTIONS TO SCOPE OR FREQUENCY

D. UNDUE BURDEN AND PROPORTIONALITY

E. COST SHIFTING

CHAPTER 15. ARTIFICIAL INTELLIGENCE

APPENDICES