

## SF LEGAL RELATIVITY HOW-TO



### ***Save Time by Building a Witness Kit with an Index***

Well-prepared witness kits are critical during deposition. These kits affect a witness's ability to accurately respond to questions and help reduce his/her pre-trial anxiety. Witness kit preparation can be time-consuming. kCura's *Relativity* enables attorneys to rapidly build witness kits – even at the last minute.

**Preparation:** The SF Legal [Relativity Support Team](#) is happy to help you prepare to build your Witness Kit. If you have a review team member with Power User rights, he or she can also assist you. You will need the following:

- A [View](#) that allows you to search for your witness's name and includes the fields relevant to the case. You can include the usual bibliographic information and some of the work your review team has created, like "Issues," for example. You may also want to categorize the default sort order for this "View by Parent Date" so that all documents are in chronological order.
- A [Coding Layout](#) that allows you to mark documents for each witness. You can create sub-tags under each witness's name in order to clearly organize the coding. Record each document in a field named "Witnesses."

**Build a Witness Kit:** With the View and Layout in place, you're ready to build a Witness Kit. Just open the Witness Kit View and use the Witnesses field filter to find relevant documents. Sort the documents in whatever order makes sense – whether it's by Issue, Date or Author.

**Print a Witness Kit:** From the Mass Actions dropdown list (located at the bottom of the Main Document), select "all documents" from the dropdown menu to the left. Then select "print images" from the dropdown menu to the right. Complete the print options in the popup menu and your documents will be sent to the printer of your choice.

Note: If there are only a few documents, printing locally is an ideal option.

Note: You can print the contents of one of the Coding Layouts on the slipsheets between documents. This can be very useful for attorneys during deposition.

**Print a Table of Contents:** From the Mass Actions dropdown list, select all of the documents in the current view. Then select "Export to File" and click "Go." The default format is Excel and the default encoding is sufficient for this process. Save the file locally as an Excel document. You can now format it to be a Table of Contents for the documents used in the deposition.

To really gild the lily, print these documents on three-hole punch paper and insert numbered or lettered tabs between them for easy access during deposition. Questions? Call SF Legal at 415-392-2900 or visit [www.sanfranciscolegal.com](http://www.sanfranciscolegal.com).