

# INSIDE THE SFL

Welcome to the first edition of San Francisco Legal's *Inside the SFL*, our occasional newsletter that we hope will help make your job easier. If you have suggestions for articles, or anything in particular you'd like us to cover, please email Christian ([christian@sanfranciscolegal.com](mailto:christian@sanfranciscolegal.com)) or call him at 415-392-2900 and we'll get right on it.

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## Critical Changes to E-Discovery Rules

The U.S. Supreme Court has approved a number of electronic discovery amendments to the Federal Rules of Civil Procedure that are scheduled to take effect December 1, 2006. For example:

- The court's pre-trial scheduling order can include provisions concerning electronically stored information (ESI); therefore, parties must meet and confer regarding e-discovery issues before the pre-trial conference.
- Early ESI identification and assessment is a key element to ultimate compliance.
- Parties may reference "electronically stored information" as a type of business record from which answers to interrogatories may be derived.
- A production request may specify desired e-data format and response must state any objection to the request.
- A "claw back" procedure will be available whereby a party can request the return of inadvertently produced privileged documents.
- There is no duty to produce data reasonably identified as inaccessible, though the court may still order production upon good cause, with conditions.
- "Safe harbor" is allowed for inadvertent e-data loss on "routine, good faith operation" of an IT system and an enforced business retention policy.

These amendments will have major implications for law firms and vendors. We've studied the changes carefully and are prepared to help you comply with the new e-discovery rules. Email your questions to [ruth@sanfranciscolegal.com](mailto:ruth@sanfranciscolegal.com), or call Ruth at 415-392-2900 for assistance.





## New Technical Director Specializes in Complex Automated Litigation Support

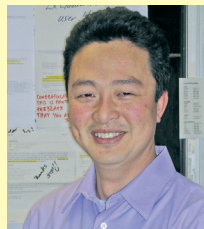
Please welcome Ruth Townsend, SFL's new technical director. In addition to helping implement infrastructure upgrades and manage new services development, Ruth will be your liaison for highly complex litigation support projects. With more than 20 years of experience as a litigation

support manager and information technology director at several San Francisco law firms, including Crosby Heafey (now Reed Smith), Howard Rice, and Townsend, Townsend and Crew, Ruth is well prepared to provide the most advanced litigation support.

### [TOP TIP]

#### Missed Your Fed Ex Deadline?

We process so many rush shipments that we know the deadline for every Fed Ex substation. Plus, we have accounts with other express services that accept late, late night deliveries. So after we've processed your documents or data, rely on us to get them where they need to go.



### Team Talk

Six years ago when I joined SF Legal we had 11 employees. Today, we've grown 70 strong. If you asked me why we've

been so successful, I'd say it's because we're one of the few litigation support companies with experienced professionals on site around the clock. Plus, we have more than a dozen customer service professionals and account managers who go out of their way to make our client's difficult jobs easier. And our rush service ranges from 30 minutes to two hours, while other firms consider anything under four hours a rush job. While that kind of service may intimidate some production managers, I say, 'bring it on' and I'll make sure it gets done.

**Shawn Tram** | *SFL Production Manager*

### We Appreciate Your Business and Referrals

We'd like to express our sincere thanks for your business. In eight short years you've helped us become the largest litigation

support services company in San Francisco. Rest assured that no matter how big we get, delivering unparalleled service will always be our top priority, as it is today. If you like what we're doing for you, we hope you'll tell your friends and associates. Your referrals are like gold to us and we'll be sure to show our appreciation.

**From all of us at San Francisco Legal**  
[www.sanfranciscolegal.com](http://www.sanfranciscolegal.com)

### [NEWS YOU CAN USE]

#### Expanded Digital Services

Imaging, optical character recognition, coding, blowbacks, electronic discovery, consulting, data collection, concordance/summation reselling, software training and more are now available 24-7 from our expanded Digital Department. We've added 3,500 square feet to house additional servers, processing equipment and active archives storage. Our team of 25 project managers, scanning operators, quality control professionals, data processing and final media specialists is ready to provide you with exceptional service.

Email Jeff ([jeff@sanfranciscolegal.com](mailto:jeff@sanfranciscolegal.com)), or call him at 415-392-2900 to book a tour.