

“TECHNOLOGY THAT EVEN A LAWYER CAN USE”

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I. Internet

A. *Finding information and people*

google.com

martindale.com

findlaw.com

texasbar.com

yahoo.com (People Search)

B. *Web research*

1. LexisNexis Courtlink

Courtlink eAccess allows users to obtain Federal and state court records (*similar to Pacer*) addition to specialized libraries covering all major fields of practice.

www.lexisnexiscourtlink

(access to court docket sheets/orders)

(lag time possible)

2. Westlaw

Westlaw enables legal professionals to retrieve cases, statutes, and other documents from West's vast library of legal and business materials in a matter of seconds.

www.westlaw.com

3. Pacer

Allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index.

<http://pacer.psc.uscourts.gov>

4. LexisNexis

LexisNexis can be used to obtain archives of state and federal case law, statutes and regulations, in addition to specialized libraries covering all major fields of practice

www.lexis.com

(article searches)

C. Courts on the web

1. Federal courts

www.uscourts.gov

a. Southern District of Texas

www.txs.uscourts.gov

b. Northern District of Texas

www.txnd.uscourts.gov

c. Eastern District of Texas

www.txed.uscourts

d. Western District of Texas

www.txwd.uscourts.gov

e. United States Court of Appeals for the Fifth Circuit

www.ca5.uscourts.gov

2. State courts

a. Harris County

www.justex.net/court.htm

b. Dallas County

www.dallascourts.com

c. Supreme Court/Courts of Appeals

www.courts.state.tx.us

II. Litigation Database

Lawyers and legal assistants are able to spend less time digging through boxes of documents and depositions.

- a) *Search, locate, organize, and review documents*
- b) *Sort by date, author, issue*
- c) *Create chronologies, timelines, and privilege logs*
- d) *Easily share information with clients and co-counsel*
- e) *Use to prepare for witness interviews/depositions*

A. Transcripts

- 1. Access to transcripts
- 2. Search for key testimony
- 3. Full text searching
- 4. Search one or multiple transcripts
- 5. Transcript format
 - a) ASCII format
 - b) Compatible with litigation database
- 6. Realtime
 - a) Live transcript feed
 - b) Ability to mark testimony in 'real time'
 - c) Search live testimony
 - d) Take a draft copy home at the end of the day

B. Images

Once you have added summaries to your database, imaging allows instant access to your documents.

1. Benefits of imaging
 - (a) Easy access to documents
 - (b) No "lost" documents
 - (c) Ability to mark up document
 - (d) OCR an image

C. OCR

1. What is it?
 - (a) OCR systems read text from paper and translate the images into a text form that the computer can manipulate
2. Benefits
 - (a) *Ability to search the text of the document in contrast to imaging which is only a picture of the document*
 - (b) *Reduces searching time from days and hours to seconds*

D. E-Mail

1. Import e-mail personal folders
2. Automatically capture imported fields
3. Open attachments in native format

E. eDocs

1. Link to filings
2. View in native format

F. Search

1. Database
2. Transcripts
3. Notes

G. Products

1. Summation
2. CaseMap
3. LiveNotes

III. Trial/Hearing Presentation

A. Video Depositions

1. *VHS*
2. *Digital*
 - a) VHS only?
 - b) Ask for both VHS and digital format
 - c) What if I want to do my own video clips?
 - d) Get the right format; saves time and money not to have to convert it later.
 - e) Gives more options

B. Comprehensive Trial/Hearing Presentation of Video/Demonstratives/Documents

1. Trial Director
2. Sanction
3. PowerPoint
4. Bar Code
5. Sync video deposition with text deposition
6. Web-based portals
7. Document repositories
8. Graphics
 - a) Popular Graphic Formats
 - (1) Bitmap (BMP)
 - (2) Graphics Interchange Format (GIF)

(3) Joint Photographic Experts Group (JPEG)

(4) Tagged Image File Format (TIFF)

9. Multimedia equipment

a) In-house

(1) Laptop

(2) Projector

(3) Screen

(4) Elmo

b) Trial/outsourcing

(1) Operates Presentation Equipment

(a) Elmo - Document Camera

(b) Flat panel monitors

(c) Projectors

(d) VCR

(e) Complex

c) Vendor information

(1) Legal Media

Phone: (713) 861-4700

Website: www.legalmediainc.com

(2) Decision Quest

Phone: (713) 655-1322

Website: www.decisionquest.com

(3) Tri-Coastal

Phone: (713) 655-9393
Website: www.tricoastal.net

(4) Data Display

Phone: (713) 688-7900
Website: www.ddav.com

APR 10 2002

Michael N. Milby, Clerk of Court

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

MARK NEWBY, et al.,

Plaintiffs,

v.

ENRON CORP., et al.,

Defendants.

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C.A. No. H-01-3624
AND CONSOLIDATED CASES

PAMELA M. TITTLE, on behalf of herself
and a class of persons similarly situated,
et al.,

Plaintiffs,

v.

ENRON CORP, an Oregon Corporation,
et al.,

Defendants.

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C.A. No. H-01-3913
AND CONSOLIDATED CASES

ORDER REGARDING SERVICE OF PAPERS
AND NOTICE OF HEARINGS

Service of Papers

All pleadings or other papers required to be served in the *Tittle*, and *Newby* actions pursuant to Rule 5 of the Federal Rules of Civil Procedure or the Court's Local Rules (except document productions) shall be served in the following manner:

449

4-10-02

1. The service list for these actions is attached as Exhibit "A." The parties must serve each pleading or other paper on each counsel of record listed on the attached Exhibit "A." Except as noted in Paragraph 3, below, and absent any further Order of this Court, service of papers in these actions need not be made on any other counsel for the parties to this lawsuit.

2. The parties shall serve each pleading or other paper on each counsel of record listed in Exhibit "A" in accordance with the following procedure:

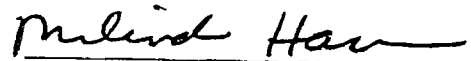
- All pleadings or other papers shall be served by facsimile or by e-mail, using the e-mail addresses and facsimile numbers listed on Exhibit "A." Any pleadings or other papers served by e-mail are to be in "PDF" format. If the serving party receives notice that an e-mail was not delivered to or received by a particular party, the serving party shall promptly serve that party by facsimile.
- With respect to exhibits or appendices, which in some instances may be voluminous and inconvenient to serve by facsimile or by e-mail, the parties may, at their sole discretion, serve such exhibits or appendices by overnight mail, next day service. All pleadings or other papers, however, shall be served by either e-mail or facsimile, even if the exhibits or appendices to such pleadings or papers are served by overnight mail.

3. This Order only applies to parties currently named in these actions. In the event that new parties are added to either the *Newby* or *Tittle* actions after the date of this Order ("Additional Parties"), such Additional Parties are not subject to this Order until the Court is notified of their consent to the terms of the Order. Counsel must serve all Additional Parties with each pleading or other paper in accordance with the Federal Rules of Civil Procedure until such time as those Additional Parties become subject to this Order.

Notice of Hearings

4. Whenever a hearing is scheduled in either the *Newby* or *Tittle* actions with less than 48 hours advance notice, the party requesting the hearing shall immediately notify all parties on the attached Service List, via e-mail, of the date, time, call-in information (if any) and subject matter of the hearing.

Signed at Houston, Texas this 4th day of April, 2002 at 11 o'clock a.m.



MELINDA HARMON
UNITED STATES DISTRICT JUDGE

6/5/02

CLERK, U. S. DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS

FILED
6-5-02
MICHAEL N. MILBY, CLERK
BY DEPUTY *LED*

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

U.S. COURTS
SOUTHERN DISTRICT
OF TEXAS

MARK NEWBY, *et al.*

Plaintiffs,

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Civil Action No. H-01-3624

ENRON CORPORATION., *et al.*

Defendants.

PAMELA M. TITTLE, on behalf of
herself and a class of persons
similarly situated

Plaintiffs,

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Civil Action No. H-01-3913

ENRON CORPORATION., *et al.*

Defendants.

**ORDER REGARDING SERVICE OF PAPERS AND NOTICE OF HEARINGS VIA
INDEPENDENT WEBSITE**

IT IS ORDERED THAT, all pleadings and other papers required to be served in the
Title and *Newby* actions pursuant to Rule 5 of the Federal Rules of Civil Procedure or the
Court's Local Rules (except document productions) shall be served in the following manner:

1. Liaison Counsel for Plaintiffs, Jerri Hardaway of Milberg, Weiss, Bershad Hynes
& Lerach, LLP and Liaison Counsel for Defendants, Joanna Hamrick of Nickens, Lawless &
Flack, LLP, shall prepare and maintain a website to be used by the parties to this case to post all
filings with the Court and notices and orders issued by the Court. The URL of the site shall be
<http://www.esl3624.com>.

8/9

2. Only authorized persons shall have access to the website. Authorized persons shall include (i) Judge Melinda Harmon, (ii) other judges presiding over similar cases who have accepted the invitation of Judge Harmon to coordinate with *Tittle* and *Newby*, (iii) attorneys of record in *Tittle* and *Newby*, (iv) attorneys whose names appear on any list provided by Judge Harmon to Liaison Counsel of attorneys interested in various states cases which are coordinated for pre-trial, settlement and/or discovery purposes with *Newby* and *Tittle*, (v) associates, clerks and support staff of the above. To gain access to the website, each person shall provide to the Liaison Counsel the following information:

Name
Position
Firm Name
Party Represented
Email Address
Voice Telephone Number
Fax Telephone Number

Once this information has been received by the Liaison Counsel, a user ID and Password necessary to access the website will be emailed to the address provided.

3. An email notice of any newly posted materials on the website shall be forwarded to each person who has authorized access to the website.

4. Notices and Orders from the Court shall be scanned into a ".pdf" format and posted immediately upon receipt by Liaison Counsel. Adobe Acrobat Reader 5.0 will be available for download on the website without cost.

5. On the day any document is filed with the Court, a copy of that document shall be sent to Liaison Counsel by email of the document file to serve@esl3624.com, (either a word-processing file or an image scanned into ".PDF" format). Exhibits not a part of the actual document shall be scanned into ".PDF" format as well and if voluminous, may be filed as a

separate document. Documents will be posted within one (1) hour of receipt. All documents on the system will be identified by (1) the precise title of the document; (2) the name of the filing firm; (3) the party represented; and (4) the date the document was filed. The system shall contain an index of all documents served in this litigation subsequent to the date of this Order, which will be searchable and sortable according to methods that provide useful access to the documents.

6. Any document electronically served pursuant to this Order shall be deemed served as of the date and time it is transmitted to Liaison Counsel pursuant to Paragraph 5. Any document transmitted to Liaison Counsel shall certify in the Certificate of Service that a true and correct copy was electronically served to counsel of record.

Until further notice, no documents that are filed under seal shall be served via the system but shall be served in accordance with the Federal Rules of Civil Procedure and any applicable local rules.

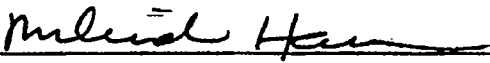
7. If Liaison Counsel receives notification of a failed email, then the filing party shall be informed and service shall be accomplished by other means as provided in the Federal Rules of Civil Procedure.

8. This Order applies to parties currently named in these actions. In the event that new parties are added to either the *Newby* or *Tittle* action after the date of this Order ("Additional Parties"), such Additional Parties are not subject to this Order until the Court is notified of their consent to the terms of the Order. Counsel must serve all Additional Parties with each pleading or other paper in accordance with the Federal Rules of Civil Procedure until such time as those Additional Parties become subject to this Order. Parties not in agreement with this Order who were subject to the Agreed Motion Regarding Service of Papers and Notice of Hearings filed

March 28, 2002 shall be served in accordance with that order. Parties not subject to the March 28, 2002 order shall be served in accordance with the Federal Rules of Civil Procedure.

9. Whenever a hearing is scheduled in either the *Newby* or *Tittle* actions with less than 48 hours advance notice, the party requesting the hearing shall immediately notify all parties via the website of the date, time, call-in information (if any) and subject matter of the hearing.

Signed at Houston, Texas this 5th day of June, 2002 at 8:58 o'clock p.m.


MELINDA HARMON
UNITED STATES DISTRICT JUDGE