



ARKFELD ON ELECTRONIC DISCOVERY AND EVIDENCE THIRD EDITION

“ Michael Arkfeld's treatise on e-discovery is peerless among publications. No other volume offers the encyclopedic treatment of the topic and its depth and breadth of scholarship. Michael Arkfeld lucidly weaves practical knowledge gleaned from years at the bar with a professorial commitment to case law and best practices. ”

- CRAIG BALL, ATTORNEY AND SPECIAL MASTER

\$279

**LOOSELEAF WITH 4 BEST PRACTICES
GUIDES eBOOK CD-ROM**

ISBN# 9781422482056 ■ PUB NO. 22425
1400+ PAGES ■ © 2011 ■ MICHAEL R. ARKFELD

*Plus sales tax, shipping and handling where applicable.

ORDER TODAY

CALL 1-800-533-1637 OR
VISIT WWW.LEXISNEXIS.COM/ARKFELD

To receive future updates for these publications call 1-800-533-1637 to become a subscriber under the Automatic Shipment Subscription Program and to obtain full terms and conditions for that program.



PRSRD STD.
U.S. POSTAGE
PAID
LexisNexis
22901



ORDER TODAY

ONLINE AT
WWW.LEXISNEXIS.COM/ARKFELD
OR CALL 1.800.533.1637

30-DAY MONEY BACK GUARANTEE

Examine any publication for a full 30 days after receipt of the material. Satisfaction is guaranteed or we will return your payment.

*Plus sales tax, shipping, and handling where applicable. Prices subject to change without notice. Copyright notice: LexisNexis and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc. Law Partner Publishing is a registered trademark of Law Partner Publishing, LLC. © 2011 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.

ARE YOU PROTECTING YOURSELF AND YOUR CLIENT AGAINST COURT SANCTIONS?

E-DISCOVERY AFFECTS EVERYONE 

Stay informed with the **only**
complete, updated reference source
Arkfeld on Electronic Discovery and Evidence

ARE YOU PROTECTING YOURSELF AND YOUR CLIENT AGAINST COURT SANCTIONS?

E-DISCOVERY AFFECTS EVERYONE

 The world of electronic discovery and evidence is constantly changing. You need to stay current with the latest developments to avoid court sanctions. Stay informed with *Arkfeld on Electronic Discovery and Evidence!*

HIGHLIGHTS INCLUDE:

- Authoritative discussion of court rules and federal and state cases on e-discovery and evidentiary issues
- Clear and easy to read explanations of technology and legal concepts
- Four cross-referenced Practice Guides including new "meet and confer" planning pullout
- Over 110 forms and checklists including NEW 47-page section entitled Information Technology Discovery Questions
- A companion eBook with all the content, full text of cases, forms and checklists

**YOUR KEY TO
UNDERSTANDING E-DISCOVERY**

Arkfeld on Electronic Discovery and Evidence is an up-to-date, comprehensive resource for lawyers and other legal professionals. This publication provides a thorough discussion on the latest requirements and procedures related to the discovery and admissibility of electronic evidence. It discusses every aspect of the process including legal holds, source and location of electronic evidence, key technology concepts, outside expert assistance, different electronic formats, as well as the laws and procedures for discovering and admitting evidence in your case from both a state and federal perspective.



ARKFELD ON ELECTRONIC DISCOVERY AND EVIDENCE THIRD EDITION

\$279

LOOSELEAF WITH 4 BEST PRACTICES GUIDES eBOOK CD-ROM

ISBN# 9781422482056 ■ PUB NO. 22425
1400+ PAGES ■ © 2011 ■ MICHAEL R. ARKFELD

Plus sales tax, shipping and handling where applicable.



Arkfeld on Electronic Discovery and Evidence is a comprehensive treatise that addresses all the key aspects of the discovery and admission of electronic evidence within the context of relevant statutes, regulations, and federal and state case law. This up-to-date 1,400 page treatise contains 8 chapters as well as four companion Best Practices Guides, which are cross-referenced to the treatise, and a fully-searchable e-book CD-ROM.

HIGHLIGHTS OF THE THIRD EDITION

Updated and expanded thru February, 2011, this new edition includes:

- Completely revised and updated looseleaf set
- New *Meet and Confer Planning Guide*
- New 47-page section *Information Technology Discovery Questions*
- Discussion of search types, protocol, and certification of search methodology
- "Legal hold" detailed analysis regarding "triggering events"
- Information on Rule FRE 502 section analyzing inadvertent disclosure, attorney-client privilege and work product and limitations on waiver
- Latest analysis on cost allocation, proportionality, and "not reasonably accessible" issues

TABLE OF CONTENTS:

- Chapter 1: Electronic Information in Litigation
- Chapter 2: Creation and Storage of Electronic Information
- Chapter 3: Structure and Types of Electronic Information
- Chapter 4: Computer Forensics, Experts and Service Bureaus
- Chapter 5: Search, Technology and Cost Issues in Managing ESI
- Chapter 6: Discovery and Production Process
- Chapter 7: Court Procedural Rules and Case Law
- Chapter 7 Appendix: State Cases and Rules Summary
- Chapter 8: Admissibility of Electronic Evidence

ABOUT THE AUTHOR MICHAEL R. ARKFELD

Michael R. Arkfeld, Esq. is a civil litigator, speaker, and author who is involved on a daily basis in the discovery and admission of electronic information. As a former assistant United States Attorney, his practice emphasized cases involving personal injury, medical malpractice, employment cases, and a host of other civil claims. Michael has appeared before federal and state appellate courts and has tried more than 30 cases before a jury. Michael is a member of the State Bar of Arizona and the recipient of the national 2004 E-Evidence Thought Leading Scholar Award and received the President's Award from the State Bar of Arizona in 1996. His websites at www.arkfeld.com and www.elawexchange.com feature additional electronic discovery and evidence resources.



YOU WILL ALSO RECEIVE THESE QUICK REFERENCE GUIDES:

Arkfeld's Best Practices Guide: INFORMATION TECHNOLOGY PRIMER FOR LEGAL PROFESSIONALS



NEWLY REVISED MARCH, 2011.

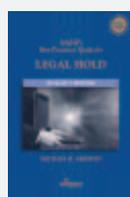
This completely revised guide provides a much needed primer in understanding key technological concepts and the IT infrastructure of organizations. Understanding these IT areas will enable legal professionals to properly apply e-discovery legal mandates such as a "legal hold".

Included is a new section entitled *Information Technology Discovery Questions* for use in addressing IT issues with your clients, in depositions, interrogatories, and requests to produce.

CONTENTS INCLUDE:

- Overview of IT in organizations and the electronic discovery process
- ESI characteristics, forms, types, file systems and structure of data
- IT infrastructure of a company's IT people, hardware, software, networks, and backups
- Sources, storage, locations, metadata and concealment of ESI with a special emphasis on e-mail, databases and Internet data
- Identifying, locating and managing ESI using computer technology

Arkfeld's Best Practices Guide for LEGAL HOLD



This publication provides strategic legal guidance, recommendations, and practice forms necessary in preparing for and implementing a "legal hold."

Arkfeld's Best Practices Guide for ELECTRONIC DISCOVERY AND EVIDENCE



This guide offers an overview and workbook for the myriad legal and technological issues that need to be addressed whether you are requesting or producing "electronically stored information" (ESI).

Arkfeld's Best Practices Guide for ESI PRETRIAL DISCOVERY — STRATEGY AND TACTICS



NEWLY REVISED MARCH, 2011.

This popular Guide contains strategy and tactics for handling sixteen specific ESI issues throughout pretrial discovery. These include scope of discovery, preservation obligation, controlling costs, search methodology, form of production, accessibility of ESI, sanctions, cost allocation, and much more. New with this guide is a "meet and confer" planning guide that will assist in reducing the ESI population and costs.

CONTENTS INCLUDE:

- The Basics of Electronic Discovery
- Preparing an Overall Plan and Strategy
- ESI Issues and Strategy - Sixteen Critical Issues
- Litigation Stages and Procedural Discovery Rules

COMPANION CD-ROM



This fully-searchable companion e-book CD-ROM contains the full text of the treatise and Best Practices Guides, with hypertext links to case law, statutes, regulations and rules cited by the author. The CD-ROM also includes checklists, practice forms, guidelines, and many other resources.

The user-friendly and intuitive interface allows you to take advantage of improved search technologies, as well as print, copy and paste, and save materials to your computer.

ORDER TODAY

CALL 1-800-533-1637 OR VISIT WWW.LEXISNEXIS.COM/ARKFELD

To receive future updates for these publications call 1-800-533-1637 to become a subscriber under the Automatic Shipment Subscription Program and to obtain full terms and conditions for that program.

