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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

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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.

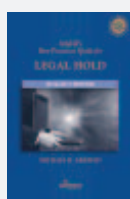
This completely revised guide provides a much needed primer in understanding key technological concepts and the IT infrastructure of organizations. Understanding these IT areas will enable legal professionals to properly apply e-discovery legal mandates such as a "legal hold".

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.

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