THE BIZILAW NEWSLETTER

THE LITIGATION ISSUE

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We are happy to announce a new **Litigation Technology & Support Division** in Bizibody.

Headed by Serena Lim, this new division aims to help litigation lawyers harness technology in case management and litigation strategy.

"Our first priority is education and training, as even the most seasoned litigators do not know how technology tools today can help them litigate better or reduce time and cost. Once you gain an insight into what litigation software can do, you will recognise that its a much better way of preparing your cases.

97 billion emails are created everyday

We believe that litigation software will raise the bar in case preparation, reduce burn-out in younger litigators and the over-reliance on litigation support staff; ultimately leading to a less stressful and more enjoyable litigation practice" - Serena Lim, CEO

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Our **Education Program for Litigators** began with the 15-hour Essential E-Discovery Workshop for the Singapore Academy of Law in Feb-March this year. We will be following up with a condensed **E-Discovery Crash Course for Lawyers** (single 3hr session) on 23 June (full) and **Friday 23 July** (places still available).

We also conduct **customized In-House Training for litigation departments** on -
1. E-Discovery & The Impact of PD3/2009 – Law, Practice and Technology
2. DIY E-Discovery for Small Cases
3. Implementing Workflows for Paperless Litigation

E-DISCOVERY CRASH COURSE FOR LAWYERS
Friday 23 July, 2.30 - 5.30pm
Supreme Court Mediation Chambers

What you need to know about e-discovery ... in a nutshell ...

Our **Litigation Support Services** will provide Litigation lawyers with
1. **E-Discovery Advisory & Strategy**
2. **Digitization of hard copy documents into electronically indexed (and searchable) documents**
3. **Creation of Factual Chronologies**
4. **Documentary Reviews (pegging facts to issues)**
5. **Factual (Non-Legal) Research**
6. **Preparation of LODs and Trial Bundles**
7. **Facilities & Services for Document Inspectio**n

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★ **OFFICIAL** CaseMap® Distributor

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Litigation Software That We Support

We have selected litigation software that are suited to the majority of cases in the Singapore Courts on the basis of *affordability* and *ease of use*. In this newsletter, we introduce two of such software - **CASEMAP** for litigation case management and **RATIO REVIEW** for document review, sort and filter in e-discovery. While technology will never be able to replace the lawyer, they will go a long way to helping him do more with less effort. Read the introductory overview of CASEMAP and RATIO here.

CaseMap
Case Analysis Tool

CASEMAP is the leading Case Management software in the USA, widely used by litigators in solo, small and large law firms to manage and organize the facts, issues, questions, research and documents in a litigation case. **SUITABLE FOR SMALL TO MID-SIZED CASES** - USD$1,000 per user, including 2-years software support and upgrades

OVERVIEW OF CASEMAP	
CASE ANALYSIS & CASE MANAGEMENT	Create issue trees (legal and factual issues) and classify facts against issues →helps litigators clarify thinking, analyse facts and maintain a macro view for overall case strategy.
	Tag facts with status (for example "disputed", " key", "need verification" "discoverable", "questionable"; materiality and relevance) →helps litigators with client interviews, brief team members, draft affidavits and prepare for cross-examination.
	Create Visual Time Maps → for more effective review and communication of event chronology
	Add "Questions"; Assign Follow-Up Action; Input Research → facilitates thorough case preparation and enables closer collaboration in litigation teams.
INSTITUTIONALISE & RE-USE KNOW-HOW	Saved "Issue Trees", Case Analysis and Research → enables litigators to re-apply their analytical approaches and legal research to similar cases; facilitating re-use of know-how.
RISK MANAGEMENT	Close monitoring of tasks assigned to team members; record of work output, legal research and attendance notes →ensure case knowledge is not lost when team members depart.
IMPRESS YOUR CLIENTS	Case Analysis Reports auto-generated by CASEMAP provides an impressive and effective way to communicate with your Client.
	Samples of CaseMap Screens and Case Analysis Reports are available from Bizibody. We also conduct CaseMap User Training for lawyers— Contact Serena Lim at 6236 2848

RATIO REVIEW is a web based e-discovery review platform that facilitates the retrieval and management of electronic documents, whether in native electronic file formats or digitized hard copy documents. The ONLY e-discovery software designed and programmed in Singapore, RATIO REVIEW is the result of close collaboration between experienced document management software programmers and the region's leading outsourced litigation support and digitization specialists.

We support RATIO REVIEW because its development team is committed to building a robust and efficient e-discovery review platform that meets the needs of Singapore Law Firms. Bizibody and the development team are also prepared to work closely with Singapore Lawyers and the Singapore Law Courts to continually enhance and support this platform and integrating its functions in line with the local court systems .

Suitable for –

♦   **All PD3 Cases; or**
♦   **Cases where PD3 has not been (or not yet) invoked but you have received documents from clients or from other parties in electronic format; or**
♦   **Progressive Litigation Teams who wish to harness the efficiency and cost-benefits of paper-less litigation.**

Outright Purchase of RATIO REVIEW software license is S$1500 per user, inclusive of 1st year support; or Hosted Project (subscription basis) based on usage plans; contact Serena Lim at 62362848 for a cost estimate.

OVERVIEW OF RATIO REVIEW	
PD3 COMPLIANT	**KEYWORD SEARCH** features in RATIO REVIEW includes boolean and advanced search & filter; saved search queries and results. Sophisticated search capabilities facilitate effective case management and planning with other parties and the courts in an electronic discovery exercise .
REDUCES LITIGATION COST	RATIO REVIEW's **TAGGING & ANNOTATION** functions enables lawyers to conduct effective and efficient electronic document review without incurring printing and other paper management cost (eg, transportation and storage)
ELIMINATES HEAVY-DUTY CASE PREPARATION	RATIO REVIEW is able to use the meta-data in electronic documents (example emails) to **AUTO-GENERATE** the List of Documents with the requisite fields "sender" "recipient" "date" "subject" etc duly completed. Use RATIO REVIEW to automate the time consuming and labour intensive tasks involved in collating, paginating and serialising physical documents and in preparing the LOD and document bundles.
FACILITATES COLLABORATION	RATIO REVIEW'S WEB-BASED platform provides litigation teams with unsurpassed localized ability to collaborate easily and effectively with off-site counsel, clients and witnesses
For a no-obligation demo of RATIO REVIEW, contact Serena at 6236 2848 or email slim@bizibody.biz	

UPDATE ON GOVERNMENT GRANTS & SUBSIDIES FOR SMEs

Government grants currently available to Law Practices -

A. PRODUCTIVITY & INNOVATION CREDIT SCHEME BY IRAS

The Productivity & Innovation Credit Scheme was introduced in the Singapore Budget 2010 to provide "significant tax deductions for investments in a broad range of activities along the innovation value chain".

The purchase of new computers, servers, print-scanners and operating software fall under item 4 ("***INVESTMENTS IN AUTOMATION***") - entitling you to a tax credit of 250% for the first $300,000 of qualifying expenditure, 100% allowance for the balance expenditure

Conversion to Cash Grant - you may elect to convert up to $300,000 of your tax credit into a cash grant at a rate of 7%

B. SME SECTOR DEVELOPMENT SCHEMES BY IDA

Law Firms fall within the definition of SMEs to qualify for -

1. Accounting Software Assistance Scheme

If you register for GST and you implement MYOB Premier, you qualify for a subsidy of 50% of accounting software licenses and cost of implementation up to $1,500.

2. iSPRINT - "Increase SME Productivity with Infocomm Adoption & Transformation"

Under "**Customised Solutions**", Law Practices who implement automation systems such as LEAP or LAW-DOCS may qualify for a grant covering up to 50% of consultancy services (but does not cover the cost of equipment or software licenses).

3. SME InfoComm Package (SIP) for Law Firm Websites

This grant, worth $2,000, can be used to subsidise the design and programming cost of your corporate website and 1st year web hosting. To qualify, you must not already run a website for your law practice. ***This scheme ends on 30 JUNE 2010 - Call Sylvia @ 62362848 to apply if you don't have a law firm website.***

FREE ADVISORY SERVICES for start-ups, solos and small law firms. Call us for a chat if you wish to -

- ❑ **Start a New Law Practice**
- ❑ **Enjoy the Tax Benefits of an LLC**
- ❑ **Use Technology in Litigation**
- ❑ **Be Competent in Electronic Discovery**
- ❑ **Automate Your Law Practice**
- ❑ **Put Your Law Firm on the Internet**
- ❑ **Manage Your Cashflow & Practice Financials**
- ❑ **Enjoy a Government Grant or Subsidy**

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