



Litigation Document Disaster Prevention

How to Use **Word** to Avoid Malpractice

Agenda

- Why this matters
- Styles Overview
- Best Practice - Litigation Templates
- How to Paste from Other Sources
- TOC
- TOA

New Wave: Attorneys draft & **FORMAT** docs!

- PROS

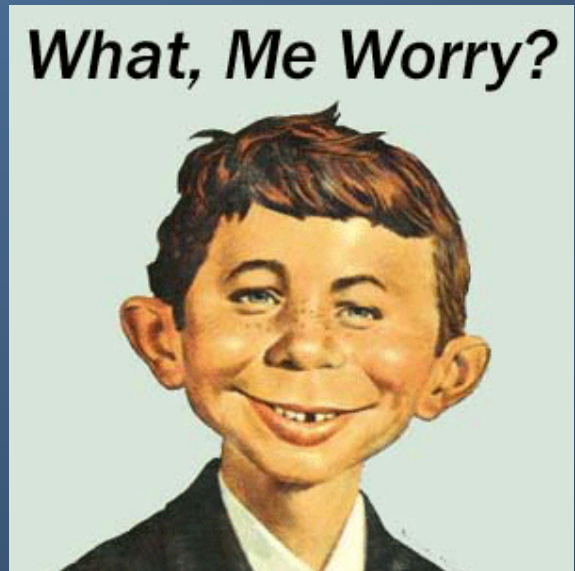
- Get your work done faster, no waiting for edits.
- Get work done at all hours, not dependent on support staff schedules.
- Personal control of look & content.

- CONS

- Knowledge of document formatting, structure, and automation may not be sufficient to ensure healthy documents.
- Last minute “Document Meltdown”, as inconsistent and inefficiently created files start falling apart.

Why this matters

- Collaboration
- Essential document automation dependent on healthy formatting:
 - Outline Numbering
 - Table of Contents
- Bad documents =
 - professional embarrassment
 - vis-à-vis colleagues
 - sloppy & inaccurate documents make the Firm look bad in Court
 - Last-minute Document Meltdowns
 - **missed filing deadlines (aka MALPRACTICE)**



Bad Practice #1: Start with “Blank Portrait”

- PROS

- Fast start: “It’s what’s there when I launch Word.”

- CONS

- No caption; no sig block, no interrogs, no CA paper options - all must be copied or created by hand.

- Heading styles incorrectly formatted for Pleading

- H7-H9 Syndrome: only 3 levels available

- TOC no workie!

Bad Practice #2: Copy Existing Brief

- PROS

- Get caption
- Get signature block
- Get existing language

- CONS

- Get all bad formatting and possible corruption

Keys to Document Happiness

- Styles!
- Styles!
- Styles!
- And Templates!



Now let's see how they work!

Invite

Litigation Document Disaster Prevention:

Many of you have had unpleasant experiences with Word documents, where seemingly simple formatting took hours to fix, perhaps even bringing you close to missing a crucial filing deadline.

Most of these issues can be fixed when you use K&E's Word customizations to build your documents - you'll create healthy briefs in a fraction of the time, and the people you depend on for document support will be able to edit them in a flash, too. We'll touch on the following:

Invite cont'd

- **Litigation templates:** begin a document here, and the rest *is already laid out for you!*
- Effortlessly insert trouble-free **captions and signature blocks.**
- Instantly apply *correctly-formatted* **litigation outline numbering.**
- Instantly insert *correctly-built* **Table of Contents** (including desired headings and titles).
- Instantly insert *correctly-formatted and numbered* **"Interogs"** (and other written discovery).
- Grab text from wherever, and paste without corrupting your file.
- Quick intro to TOA: make last-minute edits when support is not readily available.

Invite cont'd

Here are some comments from attorneys who attended this class earlier in the year:

" I found the class very helpful. It went through all the templates/programs that we use on almost daily basis, yet do not know how to use them properly. In fact, two days afterwards I got to put the things I've learned to actual use."

"It was one of the most beneficial training sessions I've had "

"Make it mandatory for incoming associates. Better yet, make it mandatory for new Word users."