



A Virtual Panel – Best Practices in LIT

August 30, 2018

Moderator

Kelly Whitfield, Manning LLP

Panelists

Gary De Guzman, Paul Hastings, **Gary Hill**, Lane Powell, and
Richard Ortiz, Foley Mansfield



A Virtual Panel – Best Practices in LIT

Introduction

The focus of today's webinar is LIT Best Practices as they relate to daily docketing duties, most specifically:

- **Workflow within the Firm**
- **Compliance and Quality Control**
- **Rules-Based Docketing Nuances re: State Courts**



A Virtual Panel – Best Practices in LIT

Centralized vs. De-Centralized Workflow

- **Why do firms apply/not apply this practice?**
- **Benefits to a Centralized/De-Centralized workflow**
- **How to capture the rogue documents/emails?**



A Virtual Panel – Best Practices in LIT

Firm Compliance

- **What internal processes/policies are firms implementing?**
- **Is Docketing compliance covered during orientation?**
- **Does Conflicts department play a part with new Litigation matters?**



A Virtual Panel – Best Practices in LIT

State Court Trial Dates

- **What precautions are used to determine which rules-based deadlines are kept or off-calendared?**
 - Case team review only
 - Docket team member provides initial removal of irrelevant deadlines
- **Are processes in place that clearly outline docketing's role in this process?**
 - Is it standard to include a disclosure notice in all docketing emails (reminding attorneys they are ultimately responsible for understanding and interpreting court rules)?
 - If dates deemed irrelevant are removed, is that clearly stated in confirmation email to case team?



A Virtual Panel – Best Practices in LIT

Combing Rules-Based Deadlines Within Docketing Software

- **Consolidation makes for a clean calendar**
- **How to avoid the hazard of extended same date deadlines having different time periods?**
- **Clearing communicating to attorneys the nuances of the software**



A Virtual Panel – Best Practices in LIT

Work Delegation and Quality Control

- **How is work disseminated amongst the team?**
 - Jurisdiction
 - Expertise/Skills
 - Case type/Classification

- **What quality control measures are firms implementing?**
 - Double (triple) check work
 - Daily/Weekly Manager review



A Virtual Panel – Best Practices in LIT

Closing

If there are specific topics of interest, areas you struggle with, or areas that you excel in, please let us know. If you have any interest in participating on a future LIT Best Practices panel, also please reach out to us at practiceinformation@nationaldocketing.org .

The NDA is a member-driven organization and we greatly appreciate your input, participation and support.

Thank you so much for attending today's webinar!