

# Oklahoma Hospital Association

presents

## *eDiscovery*

### *Webinar Series (NEDISC10)*

*August 3, 2010, August 17, 2010 and August 30, 2010*

#### **Overview**

The topic of eDiscovery is on everyone's lips and news articles about the costs involved when things go wrong are becoming almost a daily occurrence. Trial courts are becoming less and less tolerant of the reasons why parties don't respond correctly to the management, preservation, collection and production of data that is required when litigation occurs. Questions about the need to understand where your data is, how it is managed, how to "hold" it when needed, and how to effectively and efficiently get it for litigation will be answered as part of this series.

#### **Electronic Discovery – If It Hasn't Touched You It Will**

**August 3, 2010**

In this session there will be a discussion of the history and reasons behind why we have rules for electronic discovery. Participants will step through the nuts and bolts of electronic discovery. Knowledge of the process of electronic discovery can help hospitals get prepared. Preparation goes a long way in reducing costs and expenses of litigation.

#### **Collecting and Handling Electronic Evidence**

**August 17, 2010**

Collecting and handling electronic evidence is often one of the more important aspects of responding to an incident dealing with digital documents. This phase forms the base for all further action taken on the case. Being prepared to handle this phase will allow the case to progress quickly and more efficiently. In this session participants will learn the right steps to take, as well as the legal and technical implications of electronic evidence. There will also be an emphasis on documentation and best practices.

#### **The End Game – The Good, the Bad and Sometimes the Ugly of Electronic Discovery**

**August 30, 2010**

In this final session of the series participants will look at the costs and potential ramifications of not correctly responding to the rules in place for electronic discovery. Attendees will look at what can be learned from those who have embraced the challenges of the new rules to those who have not and understand what some of the next steps should be. This session will provide a summary of sessions one and two and participants will learn how to practically apply the issues discussed. The important lesson will be to start moving forward with slow steps. Case studies will be reviewed with positive and negative examples of how related industry leaders have responded to the challenges posed by ESI including State Farm and Blue Cross Blue Shield. Court rulings will be reviewed and participants will look at where things get ugly for plaintiffs or defendants who do not abide by the federal rules and sanctions.

#### **Learning Objectives**

In these sessions, participants will learn:

- To identify and target the relevant data sources and types
- The importance of a legal hold which is designed to preserve data
- The different methods of collecting electronic data
- How to reduce the data set during the processing stage
- Different methods of review and analysis to find the relevant data quickly
- The different methods of producing the data
- About legal holds and relying on the user
- About the right to collect and examine evidence
- About a Digital Forensics overview

---

#### **Corporate Education Sponsors**

ADMINISTRATIVE  
CONSULTANT SERVICE,  
LLC

*Silver*

---

OHA corporate sponsorships provide organizations with year-round visibility in a variety of ways – publications, events and web site. For more information, go to [www.okoha.com](http://www.okoha.com) and click on Education/Corporate Sponsors.

- Best practices for collecting electronic evidence
- About Chain of Custody and documentation
- About electronic evidence storage

## Faculty

**Don Kohtz** is the Managing Director of Legal Solutions at Continuum Worldwide. He was formerly an Assistant Attorney General for the State of Nebraska, the Fraud Bureau Chief at the Nebraska Department of Insurance, and provided legal counsel and litigation services to insurance companies and financial institutions while practicing with the law firm of Locher Cellilli Pavelka & Dostal. Mr. Kohtz has presented and/or published on the topics of electronic discovery (eDiscovery) and electronically stored information (ESI) matters; digital/computer forensics; best practices for first responders collecting electronic evidence; cell phone forensics; insurance fraud; risk mitigation; and compliance matters. He has investigated and consulted on matters involving insurance fraud; theft; impersonation; other white collar crimes; and unethical behavior.

**Matt Churchill** is Director of Digital Forensics and Cyber Investigation for Continuum Worldwide. He is a former law enforcement officer of ten years where he conducted digital forensic examinations, investigated various types of online crime, and was assigned to the FBI's Cyber Crime Task Force. He has received training from the FBI, Department of Defense, and various commercial entities. Mr. Churchill is a founding member of the Nebraska Chapter of the High Technology Crime Investigation Association (HTCIA) and is also involved in the International Association of Computer Investigative Specialists (IACIS), the International Society of Forensic Computer Examiners (ISFSE) and Infragard.

**Olivia Gerroll** is the Managing Director of eDiscovery Solutions for Continuum Worldwide. In her role, Ms. Gerroll oversees the eDiscovery Solutions group in providing superior technical support and efficient solutions for clients requiring data collection, processing and hosting review services. Ms. Gerroll has more than 19 years of experience in litigation technology support and practice support management. Prior to Continuum Worldwide, she spent more than eight years as a litigation services consultant for a global consulting corporation. Highly knowledgeable in all litigation support products, she holds a track record of efficiency improvement through solution development, automation, technology implementation, and data management.

## Target Audience

CEOs, COOs, risk managers, IT staff, staff collecting/segmenting electronic information, and hospital legal counsel.

## Times

All sessions are scheduled from 10:00 a.m. – 11:30 a.m. Central Time.

## Tuition

\$200 per individual session for OHA members

\$550 for OHA members for all 3 sessions (must register for all 3 at the same time.)

\$300 per individual session for non-members

Registration fee covers one connection to the program.

## Cancellation Policy

The registration fee, less a \$60 service charge per session, is refundable if notice is received before 4:00 p.m. five business days before the program. No refunds will be issued for cancellations received after 4:00 p.m. five business days before the program. The cancellation/refund policy applies to registrations that indicate payment is being mailed prior to the program. No refunds will be issued for those who do not comply with this policy and the full registration amount will be due and owed to OHA.

## Substitutions and Transfers

Registrants unable to attend may designate an alternate. Report substitutions to Shelly Bush at bush@okoha.com or Mary Winters at winters@okoha.com or (405) 427-9537, prior to the program. Transfers from one OHA educational program to another are not permitted.

## Connecting to the Program

**All tuition fees are per connection.** Complete the attached registration form and return it to the Oklahoma Hospital Association. After you register for the program(s), you will receive a confirmation notice from OHA. Prior to the program, you will receive instructions on logging into the program. You will also receive the speakers' handouts via email. Approximately 5 to 10 minutes before the program, dial in to be connected to the session. Upon registering for the program, notify all participants and arrange a meeting room and speakerphone, if desired.

**If you have not received a confirmation notice 48 hours prior to the program, please call Shelly Bush at (405) 427-9537 to confirm your registration has been received.  
Confirmation notices will be sent via email when available.**

**REGISTRATION FORM**  
*Oklahoma Hospital Association*

***eDiscovery***  
***Webinar Series (NEDISC10)***  
***August 3, 2010, August 17, 2010 and August 30, 2010***

**Program time:** All sessions are from 10:00 a.m. – 11:30 a.m. Central Time.

- August 3 – Electronic Discovery – If It Hasn't Touched You It Will
- August 17 – Collecting and Handling Electronic Evidence
- August 30 – The End Game – The Good, the Bad and Sometimes the Ugly of eDiscovery

**Registration fee:** \$200 for OHA members per individual session  
\$550 for OHA members for all sessions (must register for all 3 at same time)  
\$300 for non-members per individual session

Registration fee covers one connection to the program.

**Important Note: Information for accessing each program will be emailed to the following contact person prior to the program date.**

Name and Title of Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ \*E-mail \_\_\_\_\_

- Program fee includes one set of handouts. Upon receipt, you may copy handouts.
- Program fee covers one telephone connection.

***Method of Payment***

Check in the amount of \$\_\_\_\_\_ payable to OHERFT is enclosed.

**\*\*Please see mailing instructions below.**

Credit Card amount authorized \$\_\_\_\_\_

Credit Card # \_\_\_\_\_ Visa MasterCard Amex Discover

Expiration Date \_\_\_\_\_ Name on card \_\_\_\_\_

Cardholder's Billing Address (including zip code) \_\_\_\_\_

Signature \_\_\_\_\_

**Mail all registrations accompanied by a check to:**  
OHERFT, Dept. #96-0298, Oklahoma City, OK 73196-0298

**Mail all other registrations to:**  
OHERFT, 4000 Lincoln Blvd., Oklahoma City, OK 73105

Return your registration form to OHA. Registrations with credit card payment information included may be faxed to Shelly Bush at (405)424-4507. If you have any questions, please contact Shelly Bush or Mary Winters at (405)427-9537 or by email at bush@okoha.com or winters@okoha.com.

**Oklahoma Hospital Association**  
**4000 Lincoln Boulevard**  
**Oklahoma City, OK 73105**  
**Fax: (405) 424-4507**