

eDiscovery & ESI Essentials

1-Day Workshop for Legal Teams, Paralegals & Corporate Counsel

Duration	Price per Seat	Certification	Prerequisites
1 Day (8 hrs)	\$750 / seat	Certificate of Completion	Active legal or compliance role

Course Overview

A practical, no-jargon course designed for attorneys, paralegals, and corporate counsel who work with electronically stored information (ESI) but don't have a forensics background. Participants leave understanding how to issue defensible legal holds, supervise forensic collections, evaluate vendor proposals, and avoid the spoliation sanctions that derail cases. Taught from the forensics side — what examiners see when evidence is mishandled before it reaches them.

Learning Objectives

- Define ESI under FRCP Rule 34 and identify all categories in modern litigation
- Issue a legally sufficient litigation hold that satisfies Rule 37(e) requirements
- Evaluate and supervise forensic collection vendors and internal IT collection processes
- Understand metadata preservation obligations and common metadata destruction traps
- Apply proportionality principles to ESI scope under Rule 26(b)(1)
- Manage privilege logs, clawback agreements, and quick-peek productions
- Evaluate forensic expert reports and challenge opposing expert methodology

Daily Schedule

Day / Module	Topics Covered
Morning ESI Foundations	<ul style="list-style-type: none"> • What is ESI? Emails, texts, cloud data, databases, metadata, ephemeral messaging • FRCP Rules 26, 34, 37(e): obligations, safe harbor, and sanctions risk • Litigation hold best practices: triggers, scope, recipients, and documentation • Common spoliation fact patterns: what actually gets sanctioned • Custodian interviews: what to ask and how to document • Preservation methods: image vs. targeted collection vs. self-collection risks
Afternoon Collection, Review & Production	<ul style="list-style-type: none"> • Forensic collection vs. IT collection: when each is appropriate • Vendor evaluation: what questions to ask before you hire a forensics firm • Metadata primer: what it is, what gets lost, and why courts care • Native vs. TIFF production formats and metadata field obligations • Technology-assisted review (TAR/predictive coding): basics for attorneys • De-duplication, threading, and near-dupe concepts • FRCP 502 clawback agreements and quick-peek productions • Practical workshop: reviewing a sample forensic report for red flags

Common Mistakes Covered

- IT self-collection without documentation or hash verification
- Issuing holds after a reasonable anticipation of litigation has already triggered
- Failure to suspend auto-delete policies and backup rotation schedules
- Producing metadata-stripped documents without an appropriate protective order
- Relying on user-supplied screenshots or exports as primary evidence

Who Should Attend

- Litigators who manage digital evidence discovery
- Paralegals coordinating ESI production and review
- In-house counsel and corporate legal operations teams
- HR professionals responding to internal investigation holds
- Compliance officers subject to regulatory data preservation requirements

Logistics

- Format: Virtual (Zoom) or In-Person — half-day and custom versions available
- Group rate: \$600/seat for 8+ participants
- Government PO and net-30 invoicing accepted
- CLE credit: contact for jurisdiction-specific approval
- CPE credits: 8 hours