

ETC's Best Practices Series:

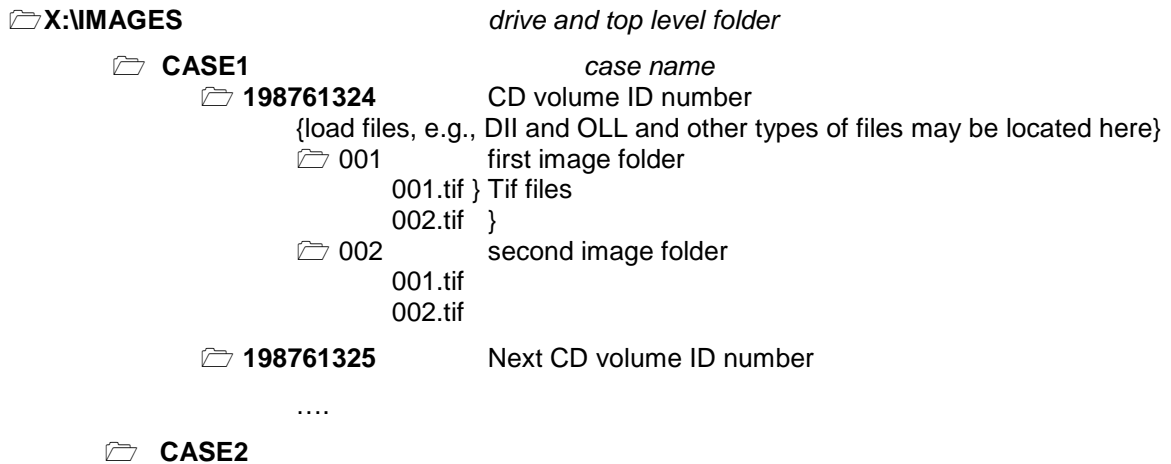
WORKING WITH IMAGING VENDORS

- Deal with vendors who have done *litigation support* imaging before. Don't be a guinea pig.
- Paralegals are the best ones to prepare the documents for the vendor. In this case, prepare means making sure that document break sheets are appropriately inserted. This is an important step in the imaging process; trying to avoid it means you will face problems later on when the vendor combines multiple documents into one imaged document.
 - Ask the vendor if they provide "break sheets" and, if so, ask how much they charge for them. If they charge for each break sheet they provide you, ask for an original and make your own copies.
- Ask for:
 - 300 dpi single-page Group IV tiff files for all documents
 - This tells the vendor what type of file you need and the quality of the image you will end up with. The vendor may try and talk you into a lower DPI (for example, 200). Stay with 300; it will give you the best overall performance for trial presentation and OCRing.
 - If you have documents that are in color and you want them scanned in color, ask for those as 150 dpi JPG files
 - DII load files in two formats: @V and @I (@I is more important)
 - Load files for the other common litigation support programs (.OLL for Trial Director)
 - If you want the Image ID numbers to be the same as your Bates numbers, tell the vendor in advance
- Make sure the vendor includes the following line in the DII file:
 - @C Hasimage Yes
 - This ensures that the column in the Summation database called "Hasimage" will be filled in with the word Yes for all summaries that have associated images
- If you have color documents in your document population, consider scanning them in black and white first (300 dpi Group IV tiff) and then, if the images will be used at trial, go back and re-scan those that are color.
 - Why?
 - Color scanning is far more expensive than black-and-white
 - Color image files are much larger than black & white files
 - Why spend the money and file space on color images that may never need to be actually viewed in color
 - If you will not have access to the original documents, however, when trial time comes around, scan the documents in color now rather than wait
- Make sure the vendor keeps an up-to-date archive CD. Yes, it will probably cost you \$25 per CD, but it's worth it when you need to get blowbacks or if your CD is lost or damaged.
- If the vendor is also providing coded data (e.g., beginning and ending document numbers, doctype, author, recipient, cc, description), IMPORT THE DATA BEFORE YOU LOAD THE DII FILE. Then, once the data is imported, load the DII file.
- Have the vendor load the first CD and DII file. Watch carefully to see if they have any problems or must make any changes to the DII file to make it load properly. If so, make a note of what they've done and tell them to correct the problem for the subsequent CDs.

For more information, contact:
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Storing Images at Your Firm







- Set up a location on your server (or a separate server) to hold all of the images. Create a folder structure that mimics the volume ID number for the CDs. Example:



- Unless you intend to view the images from the individual CDs (for example, on a laptop with a smaller hard drive), link the images using the @I formatted DII file.
- Go to the CASE – Customize menu and enter the path for the case’s images in the Images field in this dialog. Example: X:\images\case1

Basic Troubleshooting

I can't see the images even after I loaded the DII file.	Make sure the proper directory appears in the Case – Customize – Images field
	Make sure the “Column to Hold Image Tag” is set properly. (This is usually the Begdoc# or ImageID column in the database.) To check this setting: Go to the Defaults menu, click on the Imaging tab and confirm that one of these field names appears in the “Column to Hold Image Tag” box.
I should have 3,000 (or whatever number) records in my database, but once I loaded the DII files, I had 6,000 records. What happened?	The value in the DII file for the Image Tag (Begdoc# or Image ID) wasn't EXACTLY the same as the Begdoc# or ImageID number in the database. The DII file created additional records. Purge the additional DII records (those that have just a bates number and nothing else) and fix the problem in the DII file.
	You loaded the DII file BEFORE you loaded the data file. Purge the database and load the data file before you load the DII file.

ESTIMATING PAGE VOLUMES	
 Storage Box 16" x 12" x 15"	= 2,000 – 2,500 pages
 Transfer File Box 16" x 12" x 24" 16" x 15" x 24"	= 4,500 – 5,000 pages
 Vertical File Drawer	= 3,500 – 4,000 pages
 Lateral File Drawer	= 4,500 – 5,000 pages
 Open Shelving	= 1,600 pages per linear foot
 Unbound Paper	= 100 – 125 pages per inch

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