

# Cheryl D. Evans

1900 W. Chandler Blvd., #15-217, Chandler AZ 85224-8632  
Phone: 480-899-5588 Cell: 480-797-1441  
E-mail: [cevens@evanstraining.com](mailto:cevens@evanstraining.com) ♦ Website: [www.evanstraining.com](http://www.evanstraining.com)

## Areas of Expertise

- Litigation support applications, including LexisNexis CaseMap, NoteMap, TimeMap; TrialDirector (versions 4.5, 5.x, 6.x); LexisNexis Concordance; Summation (iBlaze, WebBlaze)
- Trial and courtroom presentation support
- Case automation planning and assistance, including database design and implementation
- Large case management, including setting up systems for managing day-to-day aspects of litigation
- Troubleshooting software, databases, image-loading and ediscovery issues using on-line troubleshooting tools
- Technical writing - on-line help systems, end-user reference materials and training manuals

## Accomplishments

- **Courtroom presentation specialist** for several successful trials across the United States
- Consultant to inData Corporation for development of TrialDirector. **Co-authored TrialDirector ver. 6 Help file** (2010). Authored TrialDirector ver 5 *Quick Start Guide* and Help section on integration between Summation and TrialDirector (2006)
- **Primary trainer for rollout of Summation, CaseMap and TimeMap for the Antitrust Division, Department of Justice.** Trained approximately 600 people in four months in Washington, D.C. and seven regional offices (Public Trust clearance)
- **Conducted, in conjunction with forensics specialists, electronic discovery seminars** and training for Antitrust Division, Department of Justice
- **Authored the on-line Help system** and additional reference and marketing materials for **Summation LG products**
- **Retained by Summation Legal Technologies, Inc. to assist with design and implementation of iBlaze training program for Summation Certified Trainer Applicants.** Also trained SCT Applicants pending hiring of permanent trainer in San Francisco
- **Designed and developed the Summation iBlaze Certified Trainer on-line exams**

## Certifications

LexisNexis	<b>CaseMap, TimeMap, TextMap</b> ( <i>all current certifications offered</i> ) (1999-present) <b>Concordance, Concordance Image</b> (CCST and CCSA) (2011) <b>Concordance Administrator</b> (pending – 2012)
inData	<b>TrialDirector</b> ( <i>certified through current version</i> ) (2001-present)
IPRO	<b>Eclipse</b> (2010)
Summation	<b>iBlaze Family</b> (LG, LG Gold, iBlaze) (2001-1/3/11*) <b>WebBlaze</b> (2001-1/3/11*) <b>Enterprise</b> (2009-1/3/11*) <b>Summation 5.2</b> (Basic, Silver, Gold, Platinum) (1990-2001)

\*As of January 3, 2011, AccessData discontinued the Summation Certified Trainer program.

## Security Clearances

Public Trust Positions – Department of Justice – (Spring 2003)

## Experience

1992 – present

### ETC Enterprises, Inc. (dba Evans Training & Consulting), Chandler AZ

President and CEO. Technology consultant and trainer, specializing in working with attorneys, paralegals and information technology personnel. Advise governmental, corporate and law firm clients on effective litigation computerization strategies. Design and develop databases for litigation and case management applications. Oversee database coding projects. Conduct seminars and workshops on litigation support and document management topics.

Assist with trial preparation and trial presentation in the courtroom. ...

Train and consult on Summation, LexisNexis products (Concordance, CaseMap, TimeMap, TextMap), inData's TrialDirector. Authorized reseller for CaseSoft, inData, IPRO.

Implemented rollout of Summation's iBlaze product line for government agencies and law firms. Developed specialized training curricula and materials for Department of Justice. Worked with several law firms to efficiently convert Summation databases from 5.21 to iBlaze, including assisting with management of older case archiving. Provide ongoing advice, technical support and assistance to clients on software issues, using online support tools as needed.

Authored Quick Start Guide and Summation Integration Guide for inData's TrialDirector 5.0 software. Co-authored TrialDirector 6 help file.

Designed and authored the on-line help system for the Summation iBlaze product family. Author of Summation's *Guided Tour* introduction to the LG product family (2001). Summation beta tester. Authored training materials for a variety of products.

Designed and developed original Summation iBlaze trainer certification examination. Assisted with development of curriculum for Summation LG/iBlaze certified trainers and trained trainer candidates (version 5.21 and LG/iBlaze) under contract to Summation Legal Technologies, Inc.

Consult with various software companies on user interface and design of leading litigation support software programs.

1996 **Chandler-Gilbert Community College, Chandler AZ**

Part-time faculty. computer information systems courses.

1993-1994 **Phoenix College, Phoenix AZ**

Associate Instructor for the Legal Assistant Studies Program. Designed, developed and taught *Computerized Litigation Support for Paralegals*, first litigation support class taught at Phoenix College.

1985 – 1992 **Lewis and Roca, LLP, Phoenix AZ**

Litigation paralegal for complex civil and criminal litigation.

1981 - 1984 **Carlsmith Ball, LLP, Honolulu HI**

Litigation paralegal, antitrust and insurance defense practice.

1971 – 1981 **WilmerHale (fka Wilmer Cutler & Pickering), Washington D.C.**

Special assistant (antitrust), assistant to the managing partner, legal assistant.

## Publications

### Books

- Zalewski and Evans, **CONSTRUCTION LITIGATION FOR PARALEGALS: CLAIMS PREPARATION AND MANAGEMENT** (Wiley 1993)
- Zalewski, **PARALEGAL DISCOVERY** (authored chapter on computerization) (Wiley 1992 supp.)
- Evans, **LITIGATION SUPPORT USING PERSONAL COMPUTERS** (PESI 1989)

### Articles/Whitepapers

- Contributor to several online litigation support and training-related lists and blogs
- "Using the Lull to Gain Momentum," **KNOW Magazine for Paralegals** (June 2009) and **IPMA Paralegal Managers Magazine** (2010)
- Co-author of **inData TrialDirector ver 6 Help** (2010)
- inData **Trial Director ver. 5 Quick Start Guide** and **Integration with Summation** materials (2006)
- Summation's **LG/iBlaze On-Line Help System** (2000-2002) (through version 2.0)
- **Summation LG/iBlaze Guided Tour**, published by Summation Legal Technologies, Inc. (2000, 2001)
- Contributor, **Quick Training Tips: How to Teach Computing Skills to Practically Anyone**, edited by Loretta Weiss-Morris (2001)
- *Bigbucks vs. Kahndo: A Study in Client Development*, **ALA Connections Quarterly Journal** (December 1998)
- *Computers vs. Goliath: 10 Tips to Help the Trial Team*, **Legal Assistant Today** (March 1998)
- *Showboat vs. Peter Pan: How to Approach Using Technology in the Courtroom*, **Quarterly Report of the Law Practice Management Section**,

**Arizona State Bar** (Vol. 1 - Issue 3 January 1998)

- *Technology in the Courtroom*, **ALA Connections Quarterly Journal** (December 1997)
- *Automating Your Law Office*, **Legal Assistant Today** (July 1997)
- *Automating a Small Office for a Small Cost*, **Law Office Computing** (June 1997)
- Contributor, **The Microcomputer Trainer** (newsletter for computer trainers) (January 1997)

- *Computerized Litigation Support*, **Trial Practice Newsletter** (Arizona State Bar Spring 1997)
- *The Magic of Imaging*, **Legal Assistant Today** (July 1996)
- *Best Legal Software for Paralegals*, **Legal Assistant Today** (May 1996)
- *Using Your PC for Case Management*, **Legal Assistant Today** (January 1992)

## Speaking and Other Appearances

- "A Re-Introduction to Summation iBlaze" (half-day seminar) (Spring 2010)
- "Avoiding Courtroom Catastrophes: Trial Presentation Tips and Tricks", Arizona Paralegal Association (April 2008)
- "Litigation Support: Practical Solutions for Large Document Cases," National Defender Investigator Association Conference, Las Vegas (April 2008) (speaker)
- "Handling Electronic Discovery: Now what do we do?", National Defender Investigator Association Conference, Las Vegas (April 2008) (co-speaker with Doug Munro, Federal Defender, Atlanta Georgia)
- "Litigation Support: Practical Solutions" and "Litigation Support: Hands-On Workshop," National Defender Investigator Association Conference, San Francisco CA (2006) (speaker)
- **Summation Trainers & Resellers Conference**, San Francisco CA (2001) (speaker)
- **Summation Trainers & Resellers Conference**, San Diego CA (2000) (speaker)
- **Nevada State Bar Association - Construction Defect Litigation** (Reno and Las Vegas) (2000) (speaker)
- **Sandra Day O'Connor Inns of Court** (1999) (speaker)
- **Pima County Bar Association Computer Users Group** (1999) (speaker)
- **LAMP Technology Seminar** (1997) (speaker)
- "Litigating with Computers -- from Soup to Nuts: A Hands-On Workshop" (1996) (speaker, sponsor and coordinator)
- **Oprah Winfrey Show** (February 1995) (guest panelist on women's career and financial issues)
- "Manual and Computerized Document Control: Discovery through Trial" (PESI 1991) (speaker)
- **Phoenix College and Pima Community College paralegal program** (guest speaker)
- Featured in "Computer career was a natural move," Mesa Tribune Newspaper (December 11, 1995)
- Featured in "Paralegal Entrepreneurs," Legal Assistant Today Magazine (July 1995)
- Featured in "When is it time to leave?," The Phoenix Gazette Newspaper: Business Section (March 17, 1994)

## Education

Attended George Mason University, Fairfax, VA. (3.85 GPA). Attended Arizona State University (4.0 GPA).

CLE, law- and computer-related workshops and seminars, including among others: Technology in the practice of law, legal research, trial preparation and assistance, complex litigation management, jury selection and voir dire, electronic discovery, substantive legal areas (corporate, tort, antitrust, insurance defense, trial practice), accounting, group dynamics and communication, leadership and supervision, adult training techniques and developing effective training aids, effective presentation skills, advanced presentation skills.

Attended various computer-related conferences and seminars, including Legal Tech (New York and Los Angeles), ABA Tech Show (Chicago), LawNet/ILTA, advanced Windows techniques and troubleshooting, PC repair and troubleshooting, desktop publishing, Saros Document Management and Administrator's class (40-hours). Computer Forensics Conference (Washington, DC) 2008. Advanced training on Sanction (trial presentation software). Forensic Computer Examiner Class (40 hours) (vendor and software non-specific). Certification classes (including certification update classes) on Concordance, CaseMap/TimeMap, Summation, TrialDirector and Ipro Eclipse.