



Fast, Flexible Trial Prep and Transcript Management

Legal Radius, a One Discovery solution, is a cloud-based, trial preparation and transcript management solution that allows legal teams to easily share and review their video depositions, prepare designations for trial, and streamline the information exchange process with opposing counsel. Designed by litigation experts to eliminate the burden of sharing and transferring files to co-counsel and experts for review, Legal Radius delivers fast, reliable streaming of synchronized video depositions over the web – available anywhere, anytime.



Legal Radius has been used by 9 of the top 10 Am Law 100 law firms.

Why legal teams are switching to Legal Radius:

Real-time collaboration for remote teams: Users can access work product, transcripts, deposition videos and case documents anytime, anywhere without worrying about security. Data and material are encrypted and stored in a secure, virtual private cloud environment.

Effortless exchanges with opposing counsel: Manage exchanges with opposing counsel and migrate your cases from your desktop-based software using our transcript preview controls. Import page-line ranges and assign issue coding to them.

Powerful keyword search: Search across transcripts using Boolean, wild card and proximity searches in our Advanced Search panel.

Streamlined document management: Organize and annotate documents—all within an intuitive interface—for document management that is easy to use and efficient.

Intuitive, flexible scripting tools: Review, annotate and share work transcripts, associated video clips and designations with the trial team in a single, collaborative platform.

Firm-wide deployment model: Law firms can provide a consistent, best-in-class trial prep experience for all their litigation teams. Firm-wide deployment reduces training, licensing and support costs and allows attorneys to focus on case strategy and courtroom presentations – rather than struggling with inferior solutions.

To learn more visit onediscovery.com/legal-radius



The One Discovery Trial Prep Checklist

A successful trial prep process includes clarity on dates and timelines, timely and efficient communication, and well-understood roles and goals for the litigation team. This checklist provides you with some general guidance to keep your future trial prep projects running smoothly.

Getting Started

- Create a case calendar** – which includes all court-mandated dates and deliverables – and share with all members of your litigation team and your trial prep software vendors.
- Determine roles** for each member of your litigation support team – including:
 - Who owns data imports / exports and loading.
 - Who owns the creation and management of issues in the system.
 - Who will be the primary contact with transcript vendors.
 - Who will be the primary contact for trial prep software vendor.
- Adding users**
 - Determine who is going to need access to the trial prep software.
 - Assign no more than one or two people as “admins” to reduce the potential for duplicate work and/or mistakes made with key data.
 - Make sure your case has been configured properly and data has been successfully loaded into the system BEFORE inviting attorneys into the case.

Importing Files

- Identify a single person or team** who can manage data loading (Imports, exports).
 - Too many admins can create duplicates in the system.
- Ask your transcript vendor** for XMEF file format – which can be directly imported into Legal Radius. If your vendor does not support XMEF – ask them what file formats they support.
 - Refer to the Legal Radius Accepted File Formats document for suggestions on preferred file types.
- Loading data** (Depositions and documents)
 - Identify and confirm that you have all known data – in the most robust data format possible – before starting the import process.
 - Be aware that some files and file types may need locally installed “viewer software” or cover sheets to help review inside the trial prep software. This could include CAD drawings, medical documents or complex image formats.
 - Flag unique / complex evidence which may require unique or special handling. Examples include: chemical formulas, engineering patents and software algorithms.

Creating and Managing Issues

- Similar to loading data, creating and managing issues** should be controlled by a single person / team on the case to prevent duplicates.
- Legal Radius creates** four generic issues when you create your case. You can customize these and add as many as you need. Work with your managing attorney to make sure you have the list of issues.
- Determine which issues** will be most frequently used – and set those as “my issues” – which will create a coding accelerator for you in transcript view.

Managing Exchanges with Opposing Counsel

- Agree on format** of exchange (spreadsheet)
 - We recommend using one of our Legal Radius templates.
 - NOTE: Word documents and PDFs are NOT recommended.
- Notify your trial prep vendors** 3-5 days in advance of needing assistance with regard to exchanges.
- After importing a new round** from opposing counsel do a “spot check” of the new data to ensure the import was successful. One method is to sort your annotations by date and confirm your latest import is present.

Generating Court Submissions

- Print out all deponents** you plan on presenting in court – including run times for each – to get the specific amount of time you are requesting from the court.
- Use the data grid** to provide the court with all the key data. This includes selecting document names, bates number and all the fields you need to submit.
- Print – in color – all the necessary transcripts** with their annotations.

