



E-discovery and Document Management

Programme Code: S100623S

Speaker	Charlotte Pache , Managing Director, Asia Merrill Legal Solutions
	<p>Ms. Charlotte Pache is legally trained and has worked in legal publishing for many years as an editor and manager before joining Merrill Legal Solutions' London office in 2000.</p> <p>Ms. Pache joined the Asia office as Managing Director in January 2003. She regularly carries out professional training for law firms, barristers and others, in Hong Kong and elsewhere, on the use of technology in dispute resolution.</p>
Date	Wednesday, 23 June 2010
Time	6:30 p.m. – 8:00 p.m.
Venue	Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Enrolment fee	HK\$190 for HKICPA member or student; and IA/HKIAAT's member or student HK\$180 for online enrolment HK\$330 for non-member
Language	English
Format	Seminar
Competency	General Management Skills, General Business and Professional Knowledge*
Rating	Foundation / Intermediate Level* - General awareness of the competency. Apply the knowledge in a limited range of situations. / Sound understanding of the knowledge area. The ability to apply knowledge and skills to a range of situations and able to deal with new situations.
Target audience	Those involved in litigation or potential litigation involving a client.
CPD credit	1.5 hours

About the programme

The speaker will cover the following areas in the seminar:

- Issues for consideration before embarking on a collection process of either hard copy documentation or electronic data.
- Differences of definition of e-discovery or forensics.
- How recent changes to the US Federal Rules of Civil Procedure affect the scope of discovery and could impact on companies based in Asia.
- Outline of recent US case law showing the potential penalties of failure to comply, or imperfect compliance, with orders for discovery from US courts.
- Review of cases from Hong Kong which give guidance on dealing with electronic materials.
- Overview of practice directions and court rules governing the use of evidence in electronic form.
- The Electronic Discovery Reference Model (EDRM) made simple.
- Issues that arise in the handling of paper documents and electronic data and how to handle them. Scanning, e-discovery and forensic techniques and issues.
- What makes electronic evidence different to traditional paper? What is metadata? What can be deleted and what can be recovered?
- Once the materials have been collected, what tools are available to display the data for review, collaboration and display in court?
- Definition of an eCourt and key features of technology courts.
- Uses and benefits of courtroom display and trial presentation systems.
- The use of technology and animation to create scene-by-scene reconstructions in major cases. Possible uses on a smaller scale.

* Please refer [here](#) for descriptions of other competencies and ratings.

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

CPD ENROLMENT FORM (For Support Programme)

**To confirm your CPD booking,
just log on to "MyCPA" at
<http://www.hkicpa.org.hk>**

Operation & Finance Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Please click here for online enrolment

Payment & Enrolment Status Enquiry: 2287 7381
e-mail: finance@hkicpa.org.hk
Fax : 2893 9853

Course Information Enquiry: 2287 7386
e-mail: cpd@hkicpa.org.hk

FOR OFFICE USE

Deadline: 7 working days before the date of the programme

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	CT System ⁽²⁾	Programme Code	Fee (HK\$)
	No.	Status ⁽¹⁾					
1							
2							
3							
4							
5							
Total (HK\$)							

I am unemployed and planning to rejoin the workforce.
The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.
The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____

Payment Method (Please tick the appropriate box)

<input type="checkbox"/> Cheque (payable to "Hong Kong Institute of Certified Public Accountants")																				
Cheque No.:	Bank:																			
<input type="checkbox"/> Visa / Master Credit Card	Card Number : <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																			
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :																			
Date :	Cardholder's Signature :																			
FOR OFFICE USE																				
Auth. Code No.	Handled by	Date																		

- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
 - Please put a "✓" in this column to indicate you wish to register by Computerized Ticketing System. Instead of a ticket you will receive a confirmation receipt by post. Details of the system can be found at <http://www.hkicpa.org.hk/membership/cpd/ticket.php>.
 - All applications are on a first-come-first-served basis. In the event of over-subscription, priority will be given to members and students of HKICPA.
 - Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
 - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
 - Successful applicants will receive admission ticket or confirmation notice (for those who opt for Computerised Ticketing System) at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
 - NO REFUND/CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a substitute to take your place, provided that the Institute is notified in writing at least two working days prior to the event date.
 - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
 - The Institute reserves the right to change the venue, date or speaker of the event due to unforeseen circumstances.
 - All personal data collected from the enrolment process, and administration of the CPD Programmes will only be used for the purpose of the administration of the course on which members are enrolled.

Please fill in the following label CLEARLY for mailing of admission ticket:

Name :	Name :
Company :	Company :
Address :	Address :