



Tuesday, May 1
9:30–10:30 am

**2007 Rapid Document Retrieval-Tips &
Techniques**
Paralegal Track

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Rapid Document Retrieval Tips and Techniques

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ACC 5th Annual Corporate Counsel University
St. Louis, Missouri

Knock, Knock

- Nothing Good Can Come From This!
- Don't Panic and Remember to Breathe
- The Only Stupid Question Is The One That Is Not Asked (Who's This For?, etc.)
- You Need This When?!?
- Don't Panic and Remember to Breathe
- Manage Expectations
- Of Course I Can Get That For You!

Me and My Big Mouth!

- Don't Re-Create the Wheel
- Assess Your Resources
- Determine Cost Estimates
- Don't Overlook Obvious Answers
- Internal v. External Sources
- Do You Need to Involve Others In Your Quest?

If I Only Had A Brain

- Organization
- Develop a Plan
- Who, What, and Where?
- Leave a Trail So You Can Go Back If Necessary
- I Still Haven't Found What I'm Looking For!
- Roadblocks Are Only Temporary
- Be Flexible and Persistent
- Update attorney on progress

Wahoo!

- Is This Something You'll Need Again?
- Original v. Copy
- Electronic v. Hardcopy
- Bates/Production Number?
- What About Related Documents?
- Did I Get Everything I Needed To Get?

QUESTIONS???

- How do you approach the attorney when you reach a dead-end or have additional questions?
- Where do you begin if you have never done this before?
- What are some good in-house resources?