



LITIGATION LEGAL ASSISTANT TECHNOLOGY MINIMUM SKILLS
PROFICIENCY STANDARDS

- I. Database Proficiencies
 - a. Exhibits understanding of Boolean operators
 - b. Exhibits understanding of mathematical operators
 - c. Exhibits understanding of Full Text logic
 - d. Exhibits understanding of Sorting order per field type
- II. Software Proficiencies
 - a. Exhibits proficiency in the use of one software package in each of the following categories
 - i. Discovery document management
 - ii. Discovery process management
 - iii. Transcript management
 - iv. Real time transcript management
 - v. Numeric/mathematical analysis
 - vi. Case/Project Management
 - vii. Trial presentation
 - viii. Legal research
 - b. Exhibits understanding of the best uses for each of the software categories listed in II.a.
- III. Hardware Proficiencies
 - a. Exhibits ability to connect a laptop or desktop computer to key devices for remote work and trial
 - i. Network cable
 - ii. External modem
 - iii. External video/projection device
 - iv. External bar code reader
 - v. External sound device
 - vi. Court reporter real time transcription cable
 - b. Exhibits ability to perform minimum PC troubleshooting and operations in remote locations such as discovery site, deposition, and trial
 - i. Warm reboot
 - ii. Cold Reboot
 - iii. Task switching without the mouse
 - iv. Display selection
 - v. Task ending
- IV. Process Proficiencies
 - a. Exhibits the ability to develop a workflow plan for

- i. Paper to image document production
- ii. Electronic document to image document production
- iii. Electronic document to paper document production
- iv. Electronic document to electronic document production
- v. Image database to trial preparation using electronic presentation tools
- vi. Discovery database to deposition preparation
- vii. Concurrent converging electronic and paper document production
- b. Exhibits ability to perform minimum electronic file handling functions for electronic discovery review and data exchange with outside parties
 - i. Exhibits ability to Copy files
 - ii. Exhibits ability to Disk copy files
 - iii. Exhibits understanding of Read Only Attribute and impact of opening files on the source data
 - iv. Exhibits ability to identify applications associated with file extensions
 - v. Exhibits ability to change file extension associations
 - vi. Exhibits ability to view properties on the file and application level

For assistance in gaining skills in these proficiency areas contact

Khrys McKinney
NewLaw, Inc.
1200 Louisiana
1600 Two Allen Center
Houston, Texas 77002
Office: 713-353-3927
Cell: 832-545-3092
Email: kmckinney@newlawinc.com
Visit our website at <http://www.newlawinc.com>