

CopyCase™ – The Push Paradigm

White Paper

Published: October 2002

Updated: July 2003

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Abstract

This white paper is intended to provide detailed instructions on the uses of CopyCase by describing a typical scenario in which an attorney has a copy of the case on the firm's network, on her laptop, and must also deliver the case to an expert witness.



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The Scenario

An attorney is going to be away from the office for a few days, but would like to continue working on the case P. Franc v. K. Morris. The case currently is stored on the network to allow access to it by all in-house members of the legal team involved in the case. Therefore, the attorney must make a copy of the network case onto a laptop (which has a Summation mobile license installed).

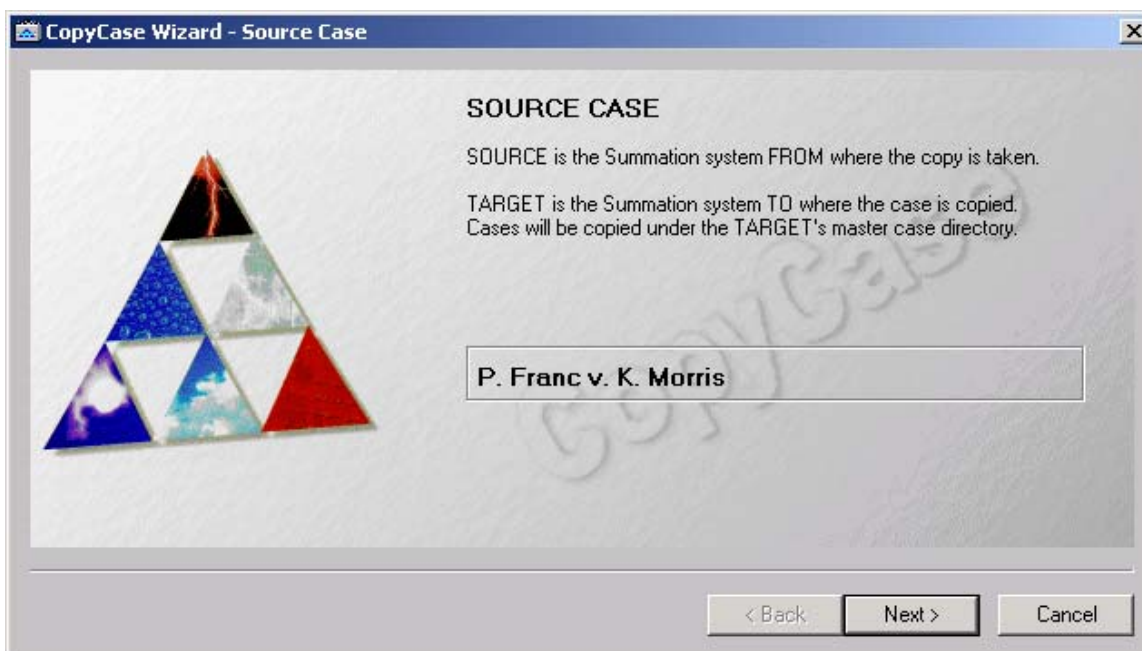
While away from the office, the attorney may make changes to the database, using the mobile license, and the team of lawyers and paralegals in the office will continue updating the network case using the network license.

When the attorney returns to the office, he/she will want to “upload” any changes made to the case on the mobile license to the network case. The attorney is also working with an expert witness at this point in the case and would like to share with the expert (who happens to have Summation) only those elements of the case relevant to his/her testimony. Once all changes are merged to the network case, the attorney will copy to Removable Media selected elements of the case to a new (and separate) case to copy and send to the expert witness.

Let's Get To Work

Launch the CopyCase utility by selecting the "CopyCase" option from the "Tools" menu option under the "Case" menu. The CopyCase Wizard opens to a screen that identifies the Source case, P. Franc v. K. Morris in our scenario. Depending on the task we are trying to accomplish, the Source case can be any active case that we have access to. The items in the case need to be pushed to a Target case from the Source case, and not vice versa the "push paradigm".

- ✍ **Best Practices:** Before launching and working with the CopyCase utility, make sure that you have a backup of your entire case data in a safe location. A backup is important to protect against loss of data in the event the CopyCase procedure is interrupted (by a power outage, a network going down, etc.).

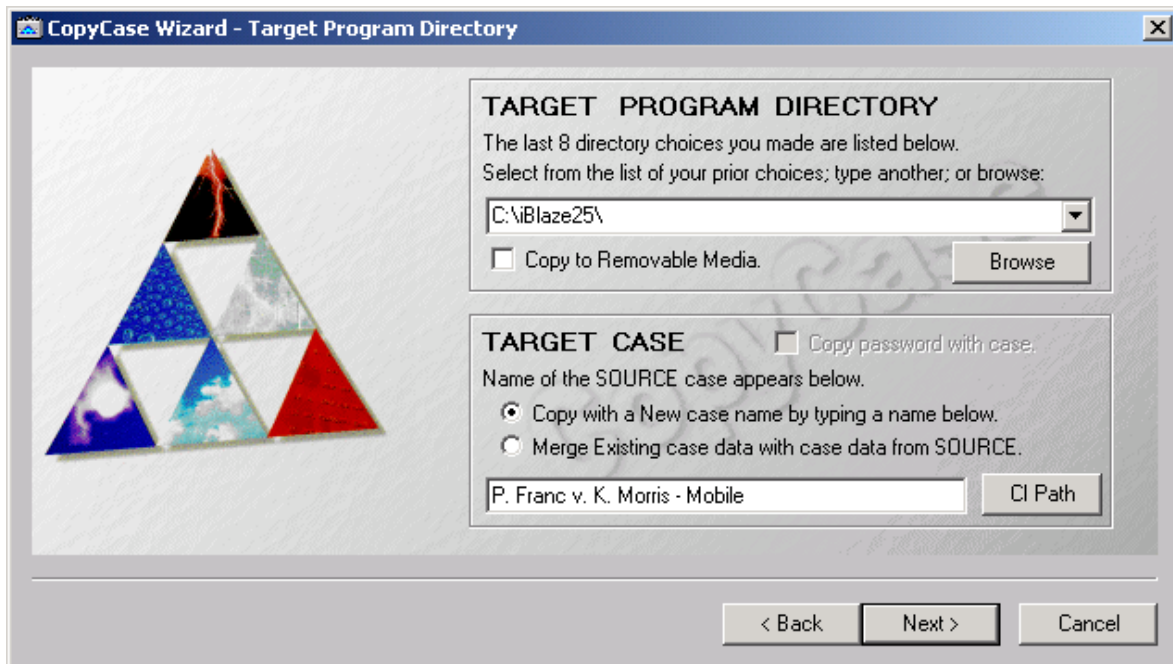


Copying an entire case

Copying an entire case will push all case elements from the Source to the Target case without giving the option to select specific case information to copy. This is the simplest option in the CopyCase utility and is most helpful when a user, such as in our case, simply wants a copy of the case to work with.

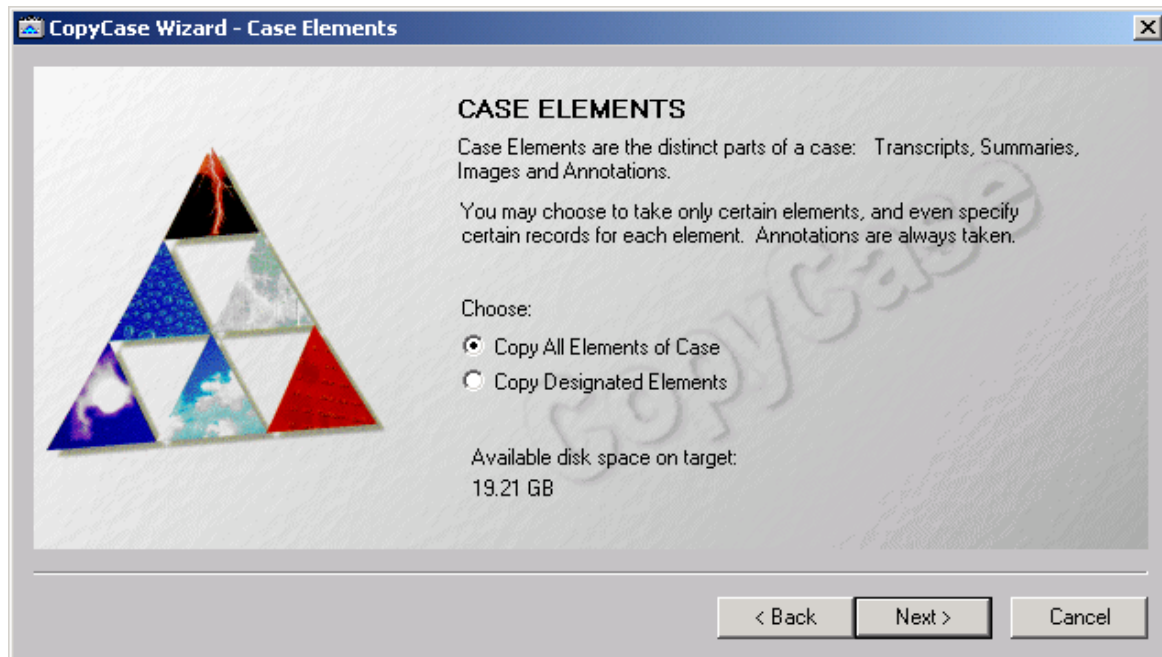
The “Target Program Directory” dialog

When the “Source Case” dialog opens in the CopyCase Wizard, click “Next” to accept the selection and move on to selecting the Target Program Directory and Target Case. In our case we are going to copy to the local Summation system, located at C:\iBlaze20\ (the default location). To copy to a directory other than the default location, click the “Browse” button and browse to the desired location of the Summation system. Since a case does not currently exist in the mobile Summation system, click the option to “Copy with a New case name by typing a name below”, type a case name (e.g. “P. Franc v. K. Morris – Mobile”), then click “Next”.



The “Case Elements” dialog

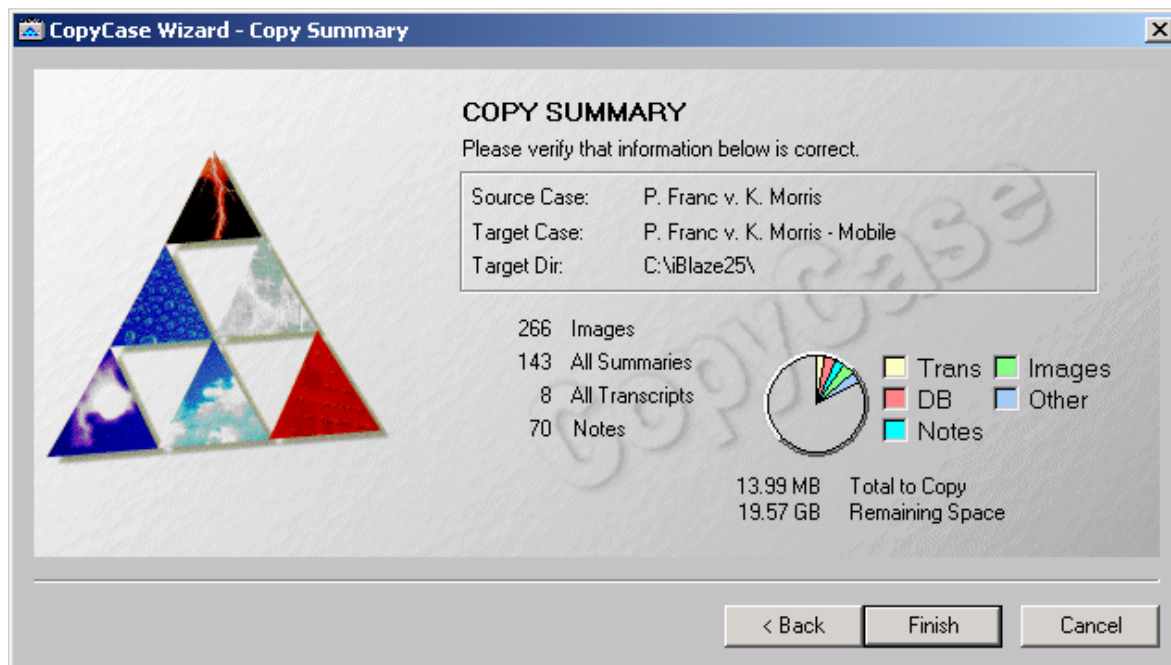
The next dialog allows us to choose between copying the entire case or picking-and-choosing which elements of the case we want to bring to the local case. Initially we are going to “Copy All Elements of Case” to the laptop, as the attorney would like to have all the evidence and case data readily available while away from the office. Click “Next” to advance to the next and final screen.



Note: Copying all elements of the case includes copying Images, ocrBase eDocs, eMail and their attachments, which may take up a large amount of disk space.

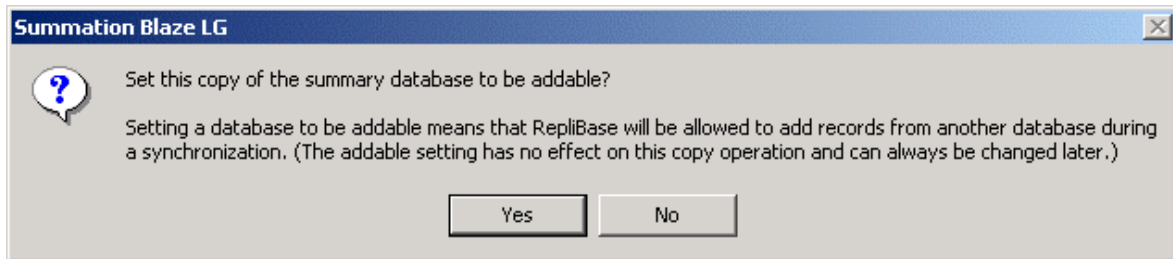
The “Copy Summary” dialog

The final screen provides an outline of the case elements that will be copied to the local drive. Click “Finish” to proceed.



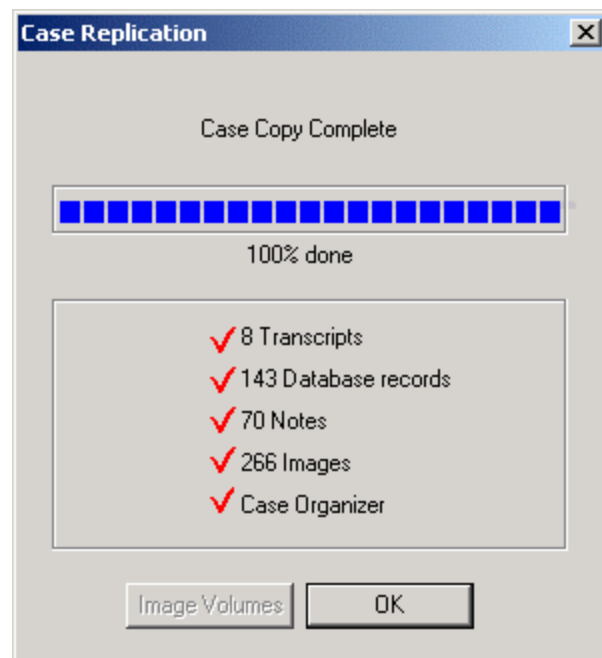
The “Addable” database function

Before the copying of the database takes place, we are asked if we want to make the database “addable”. Since the attorney is an active member of our legal team and is going to want to enter new information in the database, we will opt to make this particular case “addable”. Selecting “No” will set this database so that during future merge and CopyCase processes, records from the Source case will not be added to it (however, this choice can be overridden at a later date, if necessary).



The “Case Replication” dialog

A status dialog provides us with a progress report on case elements that were successfully copied and those that remain to be copied. A red checkmark to the left of each case element indicates that the particular case element has been copied successfully. Once the copy process is complete, we will click “OK” to close the window. The attorney is now ready to work on her local copy of the case while away from the office.



A copy of the networks case data now resides on the laptop and available to the attorney for review and editing.

Merging a Local Copy with a Network Copy of the Case

The attorney is back in the office and ready to bring the changes from the mobile system to the network copy of the case. We are going to use the merge function in the CopyCase utility to copy information from the Source case Local P. Franc v K. Morris to the Target case P. Franc v. K. Morris on the network. Information will be pushed from the local case to the network case.

The “Target Program Directory” dialog

The Target Program Directory is the network installation of Summation, which is populated in the corresponding field in the CopyCase Wizard dialog. We will select the option to “Merge Existing case data with case data from SOURCE”. Selecting this option will activate the drop-down menu that lists the cases available at the Target location. If the desired case is not included in the list and your firm has multiple CI (Case Info Path locations), then click the “CI Path” button to the right of the drop-down menu to browse to a different CI Path location.

Once the correct case is selected, click “Next” to proceed to the next view.

The “Case Elements” dialog

Click “Next” to proceed to the screen that allows us to select whether we want to merge all elements of the case or select the elements we want to merge. In our scenario we are going merge all elements of the case, as the attorney made changes to multiple areas of the case and would like to bring them all into the network case. But we are going to discuss how each item in a case is handled during the merge process, as some items are merged symmetrically (copied from either location to the other), others are copied in their entirety, yet others are truly merged (bringing only the new information over).

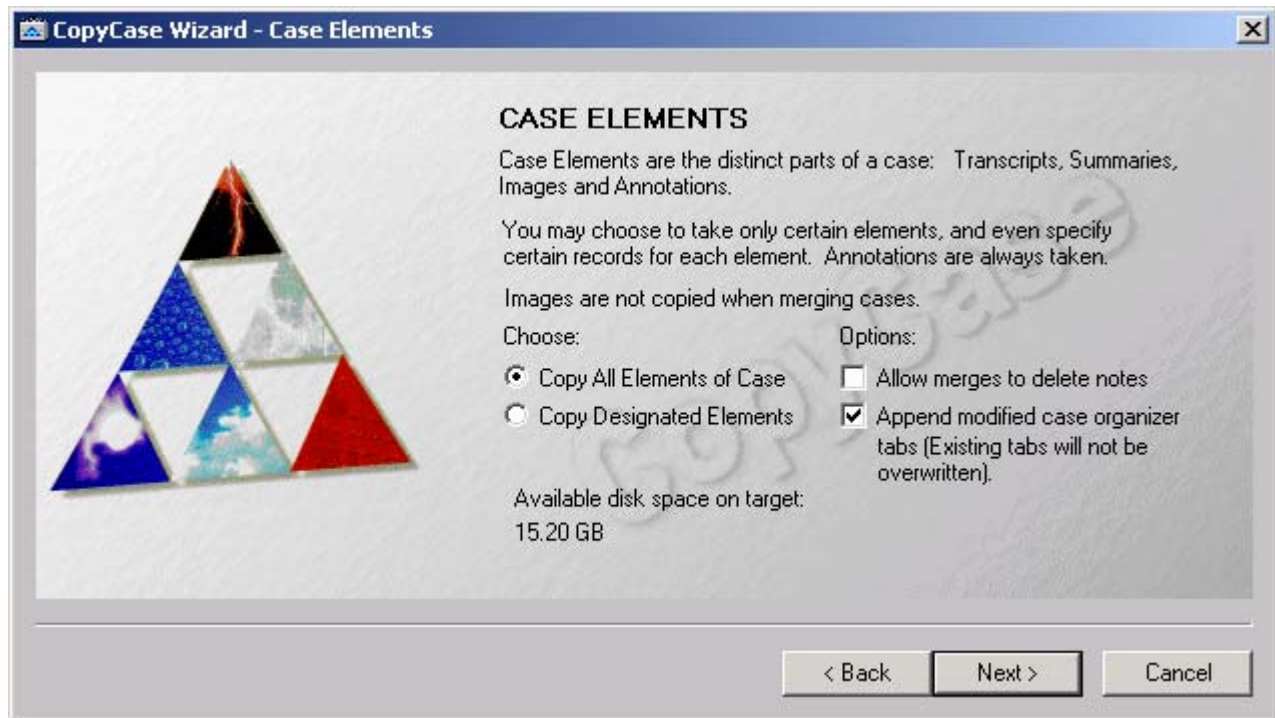
The Notes Database

We could select to “Allow merges to delete notes”, but our attorney does not want any notes deleted. The **Notes Database** is merged symmetrically, therefore they are copied from the Source to the Target and vice versa. If notes that existed before the case was copied to the local are deleted from the network after the copying took place, then the merge process will delete those notes from the laptop. The reverse is true as well. Therefore, we must be careful when selecting this option, as there may be occasions when we do not want to delete notes from one location, even if they were deleted from the other.

The Case Organizer

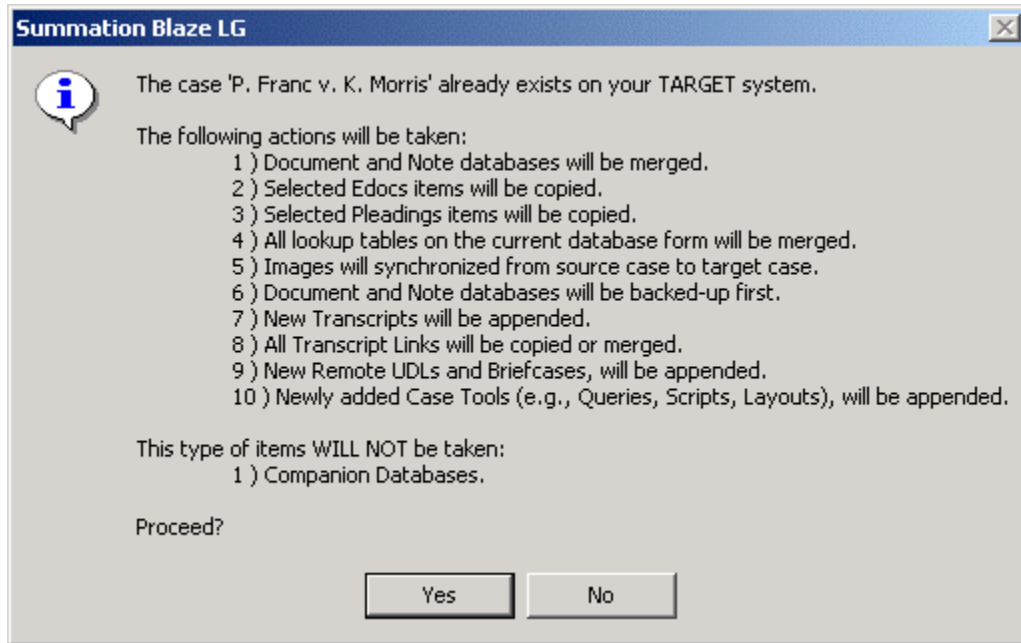
In our instance, we are going to select the option to “Append modified **Case Organizer** tabs ...”, since the attorney added new tabs to the Case Organizer on her laptop case and would like to share them with other users. This option directs the utility to copy new Case Organizer tabs that were added to the Local P. Franc v K. Morris case after it was copied from the network. Tabs that existed before the case was copied from the network and modified by the attorney while away from the office, will be ignored during the merge (and will not be modified on the network).

Note: If a tab in the Source case has the same name as a tab in the Target case, but the last date modified is different, that tab will be copied to the Target case. This may result in Case Organizer tabs with the same name in the Target case.



The "Summary" dialog

Once the desired elements of the case are select, click "Next" to review a brief outline of the options selected in previous dialogs. We then click "Finish" to begin the merge process. We are prompted with an outline of the functions that will take place, since a merge option will not simply overwrite existing data or copy over all elements of the case. Read the dialog carefully before proceeding by clicking "Yes".



How Case Items are Handled during a Merge

Items copied symmetrically during a merge (therefore, data from the Source case is merged with data in the Target and vice versa)

- Core Database
- Notes Database
- Lookup Tables

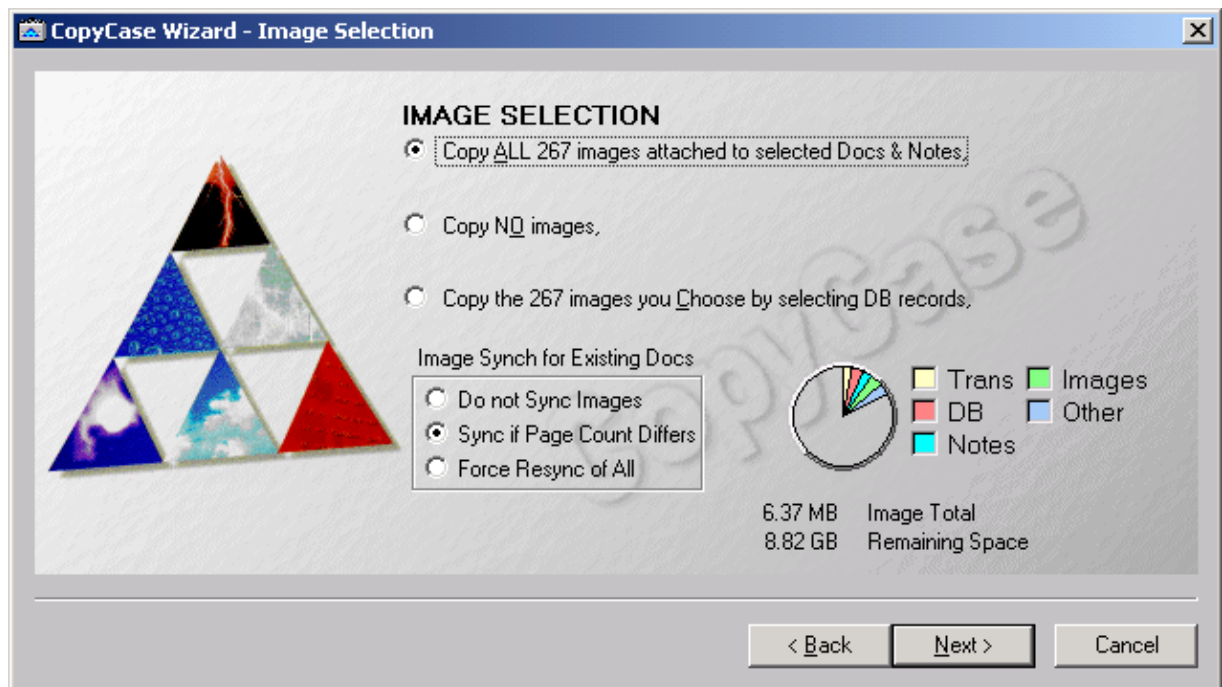
Items copied from the Source to the Target only

- Transcripts
- Video transcript clips (clips that were made in Summation from a video transcript)
- Pleadings – links with files or links only (original file locations will have to be accessible for files to be searchable and viewable)
- eDocs, eMail & attachments - if specific DB summaries are selected, then only the corresponding electronic files will be copied
- Briefcases
- New Lookup tables
- New Case Organizer tabs
- ocrBase - if specific database summaries are selected, then only the corresponding ocrBase text will be copied

- Slideshows
- Scripts
- Layouts
- Searches
- Digests
- Evidence Links
- Data objects in the Case Explorer tree on the Source that do not have a corresponding item on the Target (item ID number is used to synchronize)
- Remote database connections

Image files and annotations

- Images associated with new database summaries on the Source case (mobile case, in our scenario), which were not copied to the Target case during a previous CopyCase function, will be copied.
- New images associated with existing database summaries on the Source case, that were copied to the Target case during a previous CopyCase function, can be processed using one of the three “Image Synch for Existing Docs” options:



- 1) “Do not Sync Images” – New images associated with existing database summaries on the Source case, that were copied to the Target case during a previous CopyCase function, will not be copied.

2) "Sync if Page Count Differs" (the default) – New images associated with existing database summaries on the Source case, that were copied to the Target case during a previous CopyCase function, will be copied to the Target case if the number of image files associated with a summary in the Target case differs from the number of image files associated with the same database summary in the Source case. Selecting this option allows you to update a large Target database very quickly, when only a few changes have been made to the images in the Source case.

3) "Force Resync of All" – All images for all selected database summaries in the Source will be copied to the Target case.

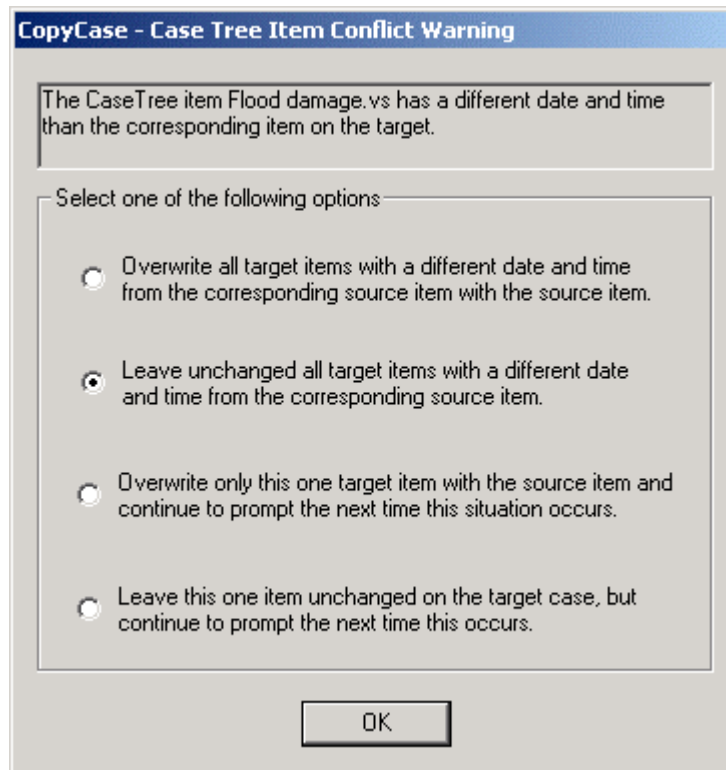
- Image annotation files (markups) for images being copied from the source are copied to the target if no annotation file for that record exists on the target case.

Items not copied at all

- Companion database connections
- Entries in People and Chronology of Events
- Newly saved formats
- Video file associated with video transcripts
- Alerts (from the Home Page)
- Custom Tools Case Explorer tree item

Case Explorer tree items

If the case includes a Case Explorer tree item that indicates a different date and time (in the underlying file) than the one in the Target, then we are prompted and asked how to handle that item. For example, in our scenario the Source case and the Target case contain saved searches (e.g. Flood Damage), one of which was modified in the Target (changing the underlying file in that case). The CopyCase utility prompts as to decide how we want the changed saved search handled. In our case we are going to keep the saved search files unchanged in the Source case, as our attorney modified it for a specific reason on the Mobile case and does not want to reflect that change in the network case.



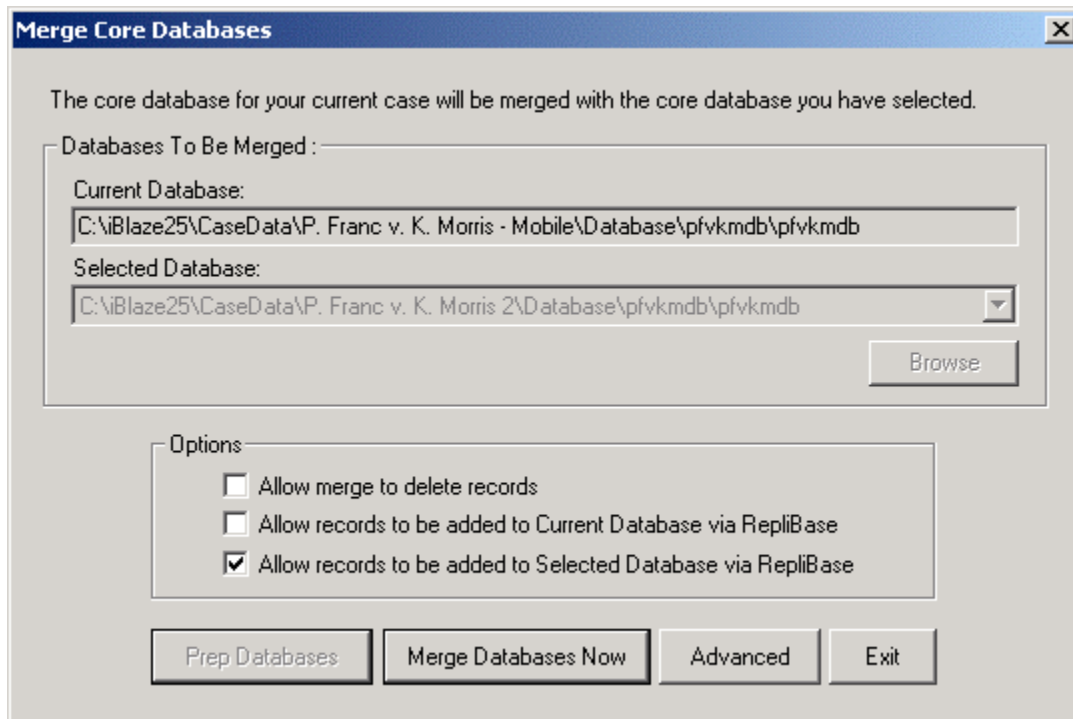
Items such as digests, image annotations, and evidence links, are only copied if they do not exist on the Target. The CopyCase utility checks the name, date and time on the file corresponding to the item in question. If the file name is identical to a file on the Target (even if the dates and times differ), then the item will be ignored. If the item does not exist on the Target, then it will be copied from the Source.

Unlike merging Case Explorer tree items, there will be no warning for items not listed in the Case Explorer tree.

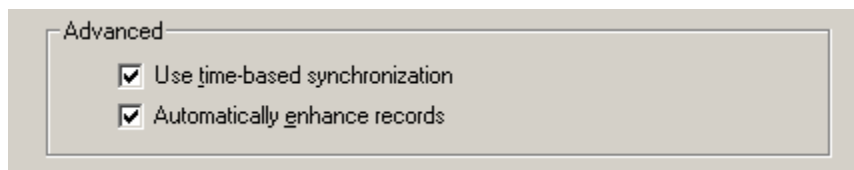
The Core Database

Next we must determine how **Core Database** summaries will be handled. Since the merge is symmetrical, the summaries that have been added to either case (the local or the network) can be copied to the counterpart. We will be prompted before the database merge takes place to set up the merge options. At that point we can select whether we want summaries that were deleted from one case after the CopyCase to be deleted from the other case. We can also determine which database(s) we want summaries added to.

In our scenario, we are going to uncheck the option to delete summaries from either case, as the attorney deleted some summaries on the Source (mobile) case that should not be deleted from the network case. We are also going to add summaries only from the P. Franc v K. Morris - Mobile to the P. Franc v K. Morris case on the network. She also only wants to add the new summaries from her local case to the network case, but does not want to copy down new summaries added by other users on the network.



The “Advanced” button gives users the ability to deactivate the options to use time-based synchronization and to auto-enhance database summaries:



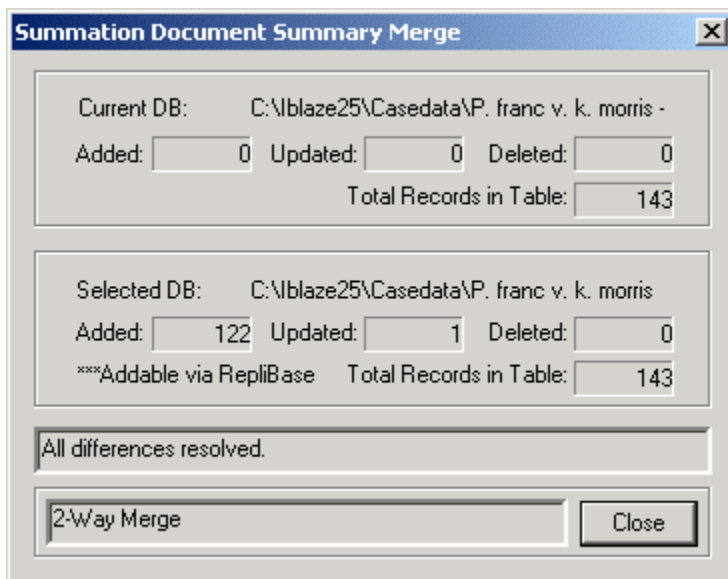
- “Use time-based synchronization” – When using time-based synchronization the merge process will compare changes made to summaries since the last time the selected databases were copied from or merged with each other. Turning time-based synchronization off will force merge utility to compare each field of each record for a difference in data values. If a difference in values is detected, then the user is prompted for a difference resolution (whether the edits occurred before or after the last time of copy or merge).
- “Automatically enhance records” – When using auto-enhance the merge process will automatically populate a blank field in one database with the data from the equivalent populated field in the other database.

Note: Multi-entry fields are treated in a unique way when auto-enhance is activated. A multi-entry field in equivalent summaries in both databases will receive the aggregate of values from both databases. Turning auto-enhance off will force the merge utility to prompt the user to resolve all differences manually.

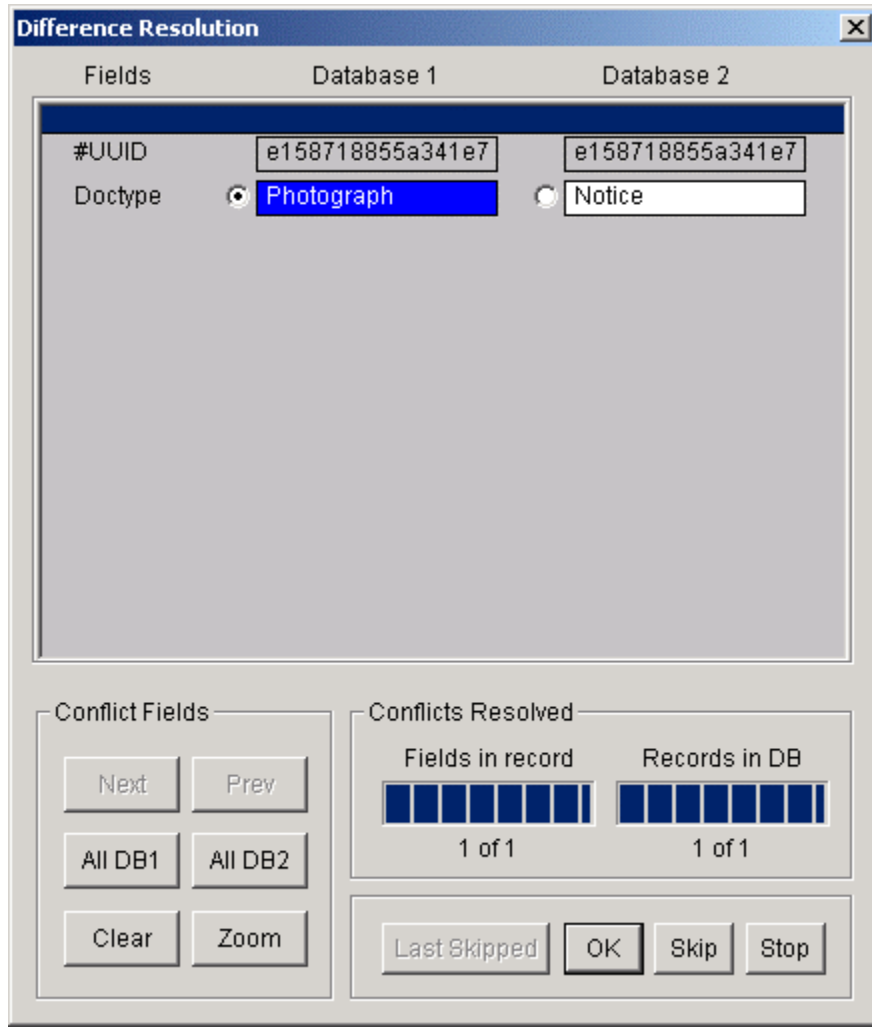
Note: For a more detailed explanation of the time-based synchronization and auto-enhance features, see the [Merge White Paper](#) found on the White Paper section of the Support page on our website (www.summation.com).

The "Document Summary Merge" dialog

Before the Core Database and Notes Database are merged, we will be prompted to back them up. It is imperative that both database are backed up at this point, if they were not backed up before the CopyCase utility was started. When the Core Database and Notes Database merges are complete, a report dialog box will display an outline of the changes that were implemented in each database. The dialog box for a Core Database merge from our scenario is shown below.

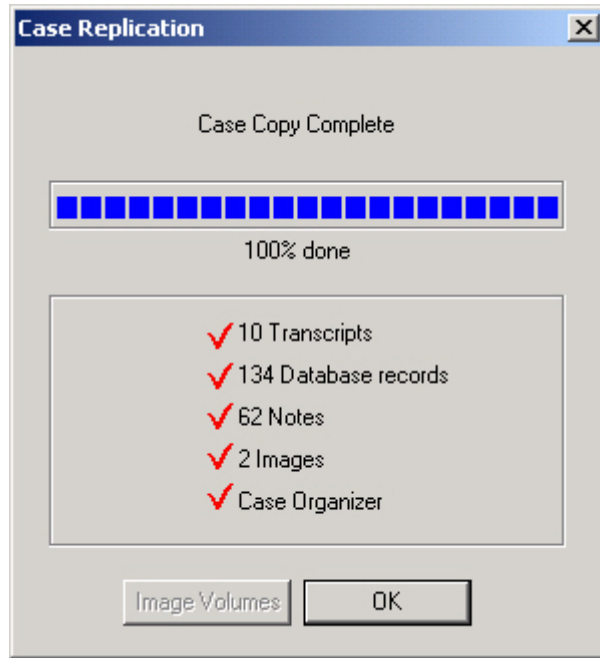


Note: If the merge utility is unable to resolve a difference in the data values between equivalent summaries in the two databases, then a Difference Resolution dialog displays. The dialog displays the conflicting values in the two summaries, allowing you to select the value that takes precedence. For a more detailed explanation of Difference Resolution, see the [Merge White Paper](#) found on the White Paper section of the Support page on our website (www.summation.com).



The "Case Replication" dialog

Once all elements of the case have been merged successfully, we are prompted with a completion screen and offered a final outline of each case item that was copied.



We have successfully copied an entire case from a network Summation system to a mobile Summation system and merged the changes from the local to the network case. We are ready to share selected case elements with our expert witness by copying portions of the case, using the CopyCase utility, to removable media.

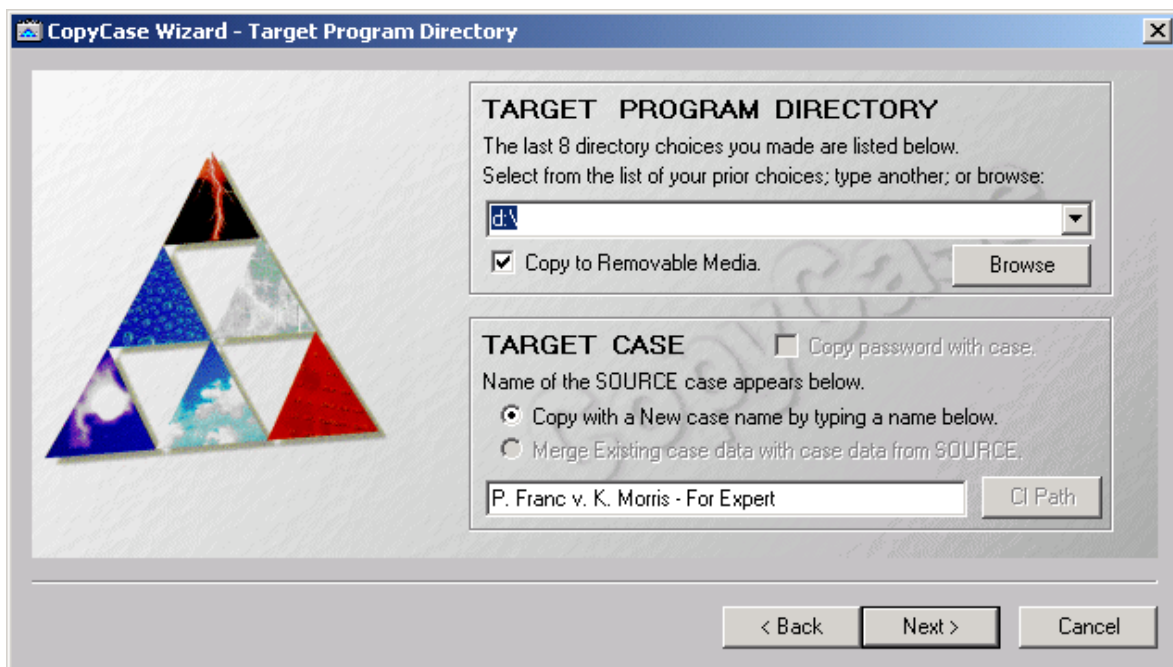
Copying Selected Case Elements to Removable Media

The attorney needs to copy selected case information from the network case to removable media (see the [Glossary of Terms](#) for a complete definition), so she can share pertinent case evidence with the expert witness, who wants to view the case information in his Summation system.

The Target Program Directory dialog

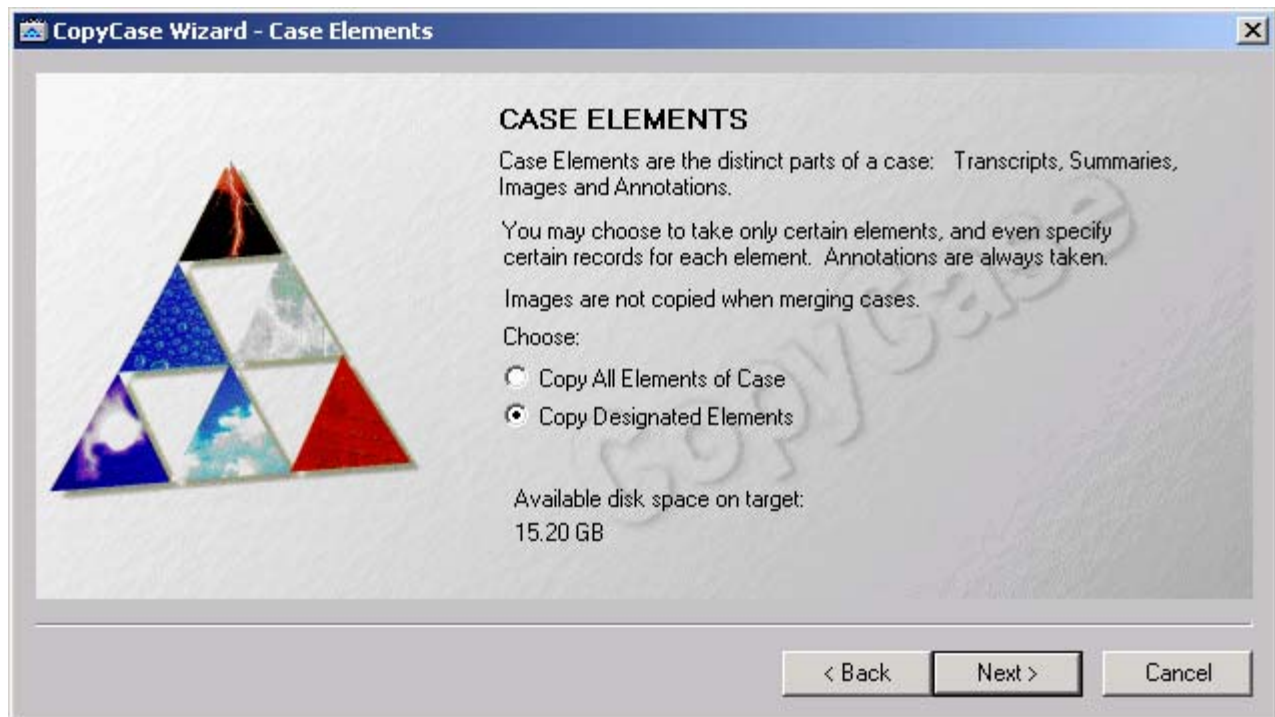
Once again, launch the CopyCase utility from the “Tools” option under the “Case” menu, but this time select the option to “Copy to Removable Media” as the Target Program Directory. Use the browse button, if needed, to browse to the location of the removable media. Assign a new case name to distinguish the copy of the case given to the expert from the network and/or mobile copies of the case (e.g. “P. Franc v. K. Morris – For Expert”).

Note: An installation of Summation is not required (or necessary) in the Target Directory of the removable media.



The “Case Elements” dialog

Click “Next” to proceed and select to “Copy Designated Elements” of the case. This option will allow us to determine which elements of the case we would like to share with the expert witness.



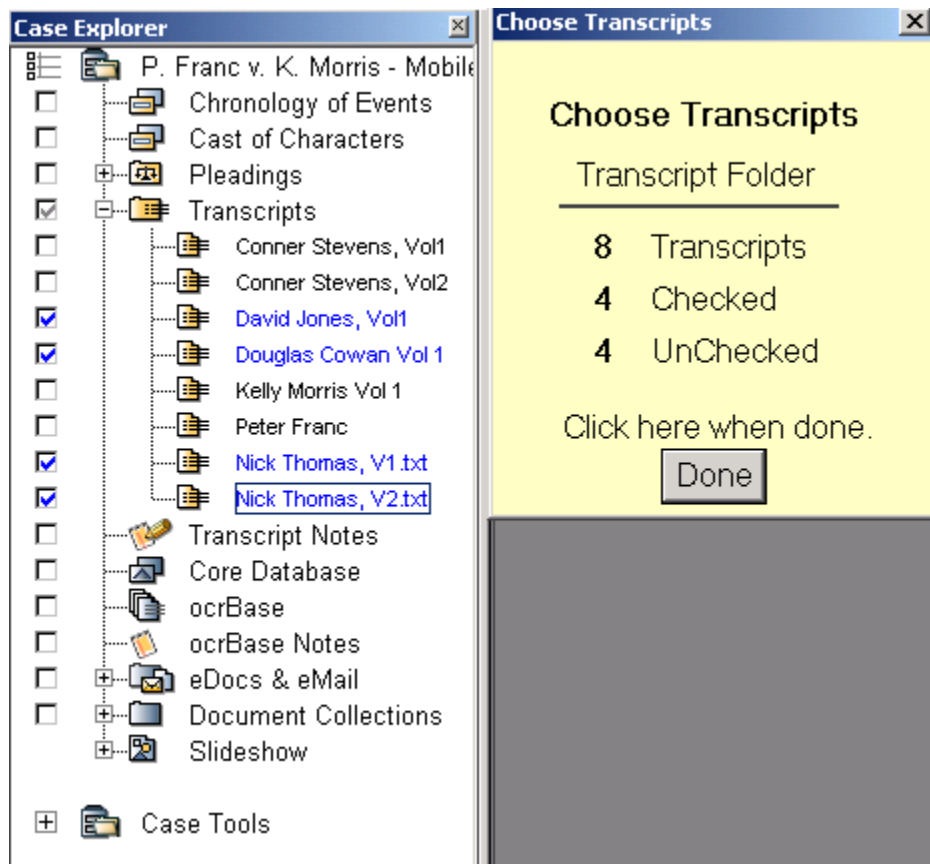
The “Transcript Selection” dialog

In our scenario, the attorney would like to share only certain transcripts and documents with the expert. By clicking “Next” we are given the opportunity to designate specific transcripts from the Case Explorer tree to copy to the Target case (on removable media).

Transcripts

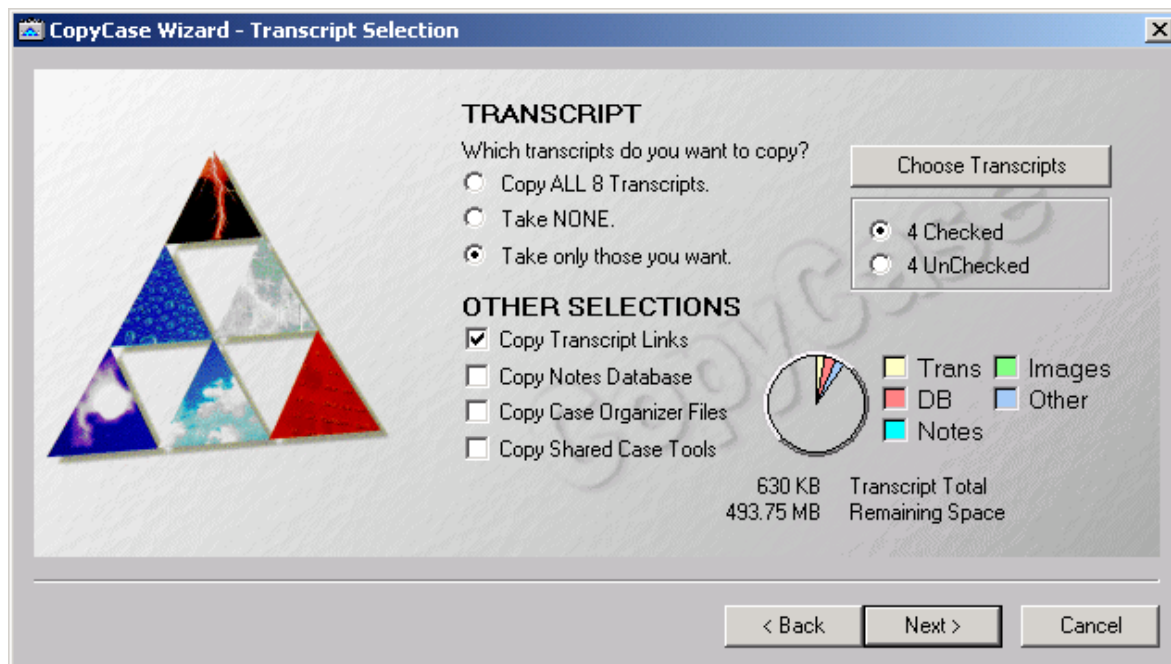
We did not designate the transcripts we want copied before running the CopyCase Wizard. Before proceeding we click the radio button “Take only those you want”, then click the “Choose Transcripts” button. We are given the opportunity to select the specific transcripts in the Case Explorer tree that we want copied to removable media. Once we have selected all the transcripts we want to copy, we click the “Done” button in the yellow fly-out window to return to the CopyCase Wizard. Now the Transcript Selection dialog indicates that 4 transcripts, in our scenario, are checked and we can opt to only copy those by clicking on the corresponding radio button.

Note: We could have checked the desired transcripts in the Case Explorer tree before launching the CopyCase utility, which would have included on the CopyCase Transcript Selection dialog an option to select the checked transcripts.



Transcript Links

The Transcript Selection dialog includes options to copy other elements of the case related to transcripts. The dialog defaults to copying all transcript elements, whereas our attorney only wants to share transcript links with the expert. The transcript links that exist in our scenario link to exhibits mentioned in the depositions, which would help the expert during his review of the transcripts. Therefore, the attorney made the decision to keep the links, in order to expedite the expert's review of the evidence.



Note: CopyCase does not verify that the target of a transcript link is copied when the option to “Copy Transcript Links” is selected. Therefore, we must make sure to include in the CopyCase selections all items that transcript links point to. For example, if a transcript link points to a Windows document external to the Summation case directory, then the user must have a copy of that document on the target system for the link to function successfully. Additionally, the path to the copy of the document must either be identical to the original path, or edited in the Target case.

Transcript links created by importing a Summation Briefcase Format (SBF) transcript file link to an exhibit document (image) associated with a summary in the Summation Core Database. The exhibit image files are stored in the Summation Case Directory and automatically copied to the Target during a CopyCase function.

Notes Database, Case Organizer and Shared Case Tools

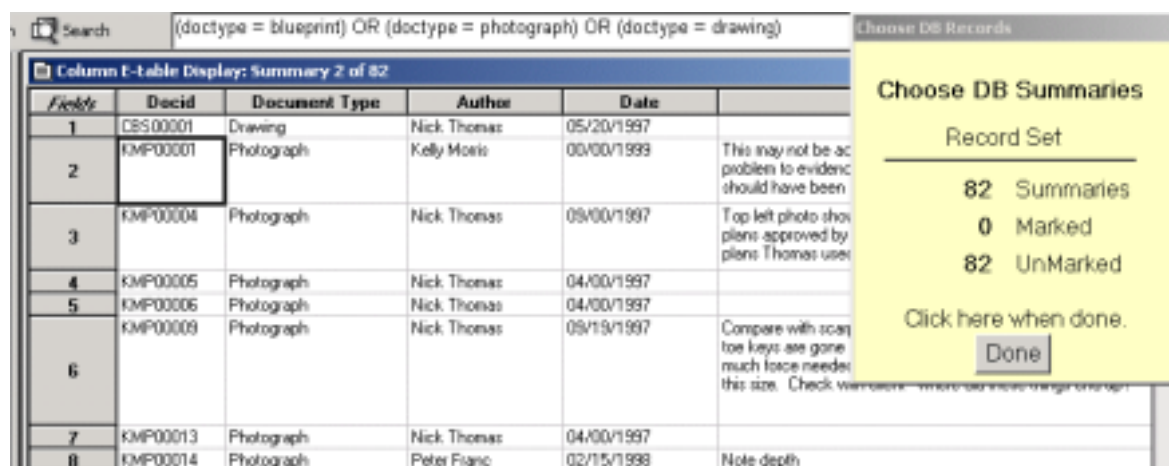
Had we opted to copy the other items included in the Transcript Selection dialog, we would have copied:

- 1) The entire Notes Database (without the option to select specific notes);
- 2) All Case Organizer tabs (without being able to pick-and-choose one at a time); and,
- 3) All Shared Case Tools.

Once we are satisfied with our selections, we click “Next” to move on to selecting specific Database summaries to share with the expert.

The “Database Selection” dialog

In our scenario, the attorney wants to share copies of only blueprints, photographs and drawings with the expert witness. Therefore, we process a search in the Core Database for “(DOCTYPE = blueprint) OR (DOCTYPE = photograph) OR (DOCTYPE = drawing)”, to narrow down the summaries to only those documents the attorney wants copied. When the Database Selection dialog is displayed, we click the “Take only those you want” radio button. The Choose Record Set button is displayed, but this time (unlike in the transcripts example) an option to take “All 15” (search result) summaries is made available. We can still click the “Choose Record Set” button to narrow our selection further or modify it, but we will select to take “All 15”.



ocrBase

We choose to include the ocrBase documents associated with the summaries we are copying, so the expert can search for terms and phrases in the documents (not only in the database summaries).

eDocs & eMail

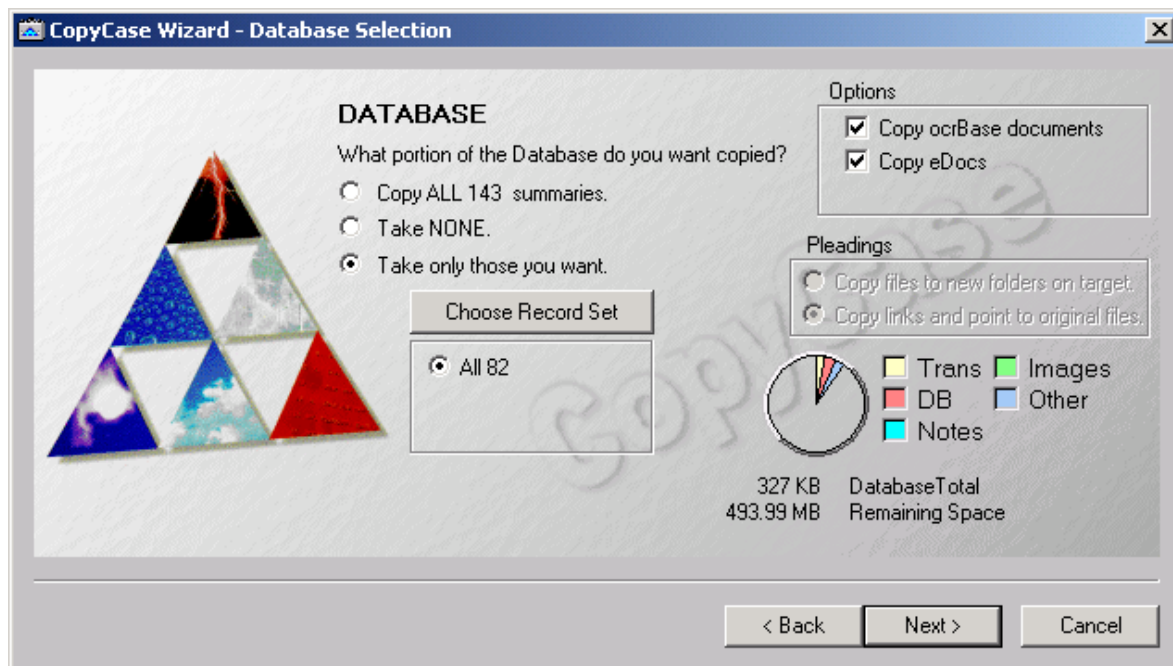
We also select the option “Copy eDocs”, so that eDocs associated with designated database summaries will be copied. The attorney wants to include electronic evidence associated with summaries we have selected, as they are pertinent to the expert’s review.

Pleadings

Pleadings will not be copied in our example, because the expert does not need to read the Court papers. When at the “Database Selection” dialog, uncheck the Pleadings item in the Case Explorer tree to deactivate the Pleadings copy options.

NOTE: Pleadings can be copied using two options:

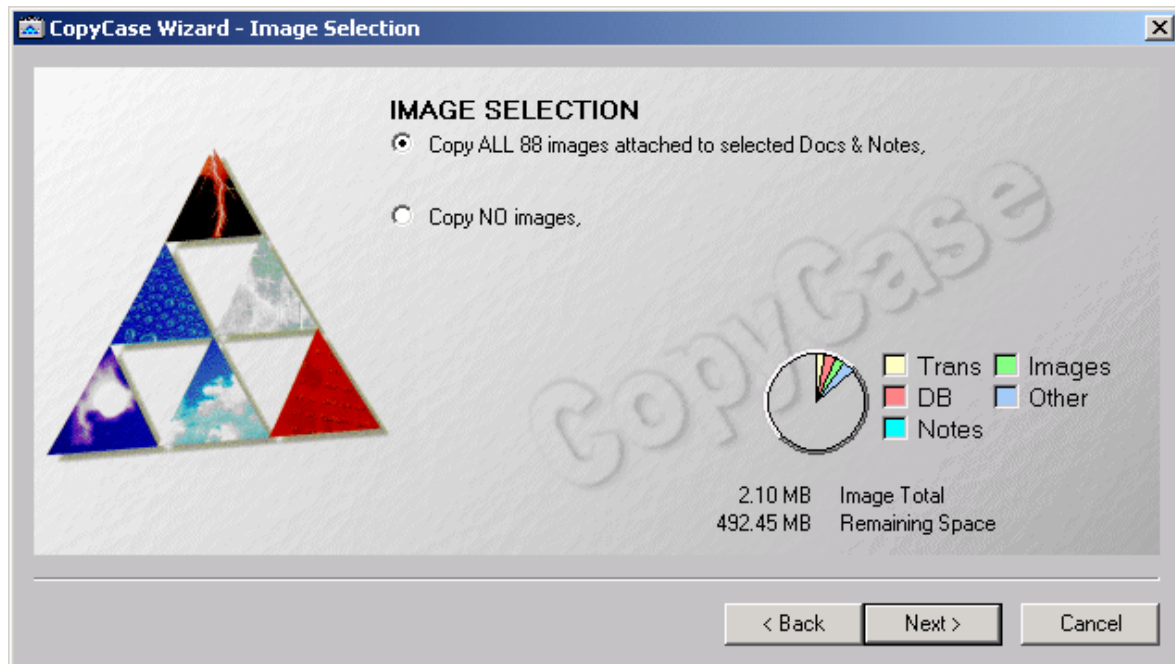
- 1) Copy the files to a new folder on the target location and create a link to that location; or,
- 2) Copy the link that points to the original location and do not copy the files to the Target.



The "Image Selection" dialog

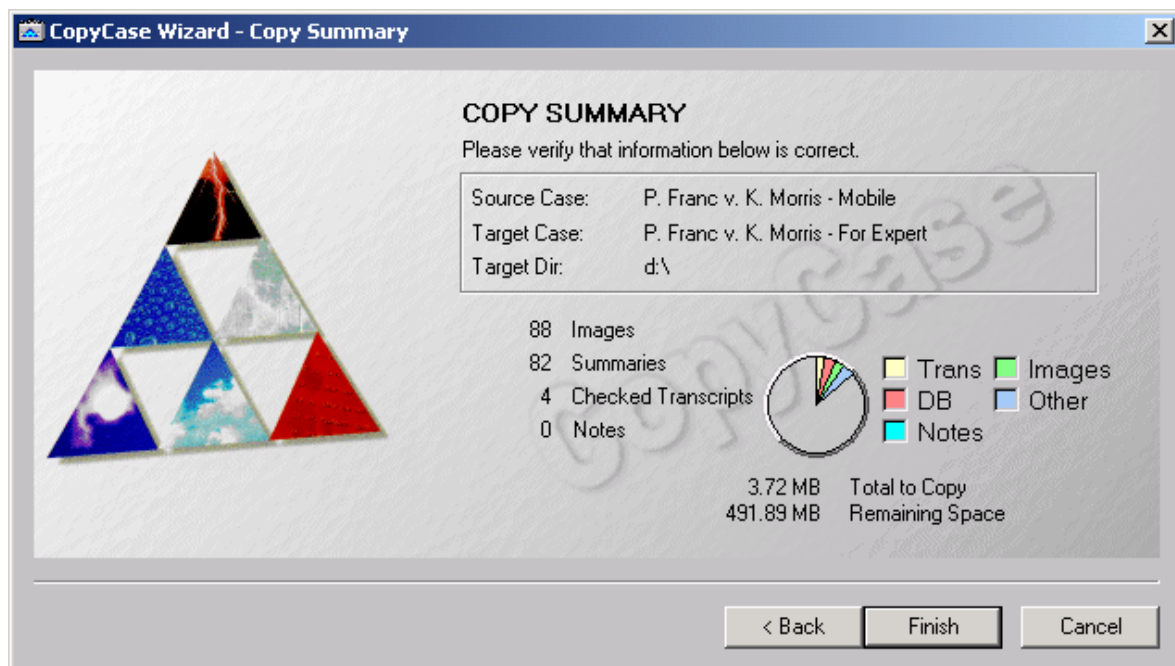
Finally, we are asked whether we want to copy all images associated with the selected summaries. We have two options:

- 1) Copy the associated images for the 82 selected records; or
- 2) Do not copy any of the images. We will select option 1 and copy the images associated with the 82 selected database summaries.



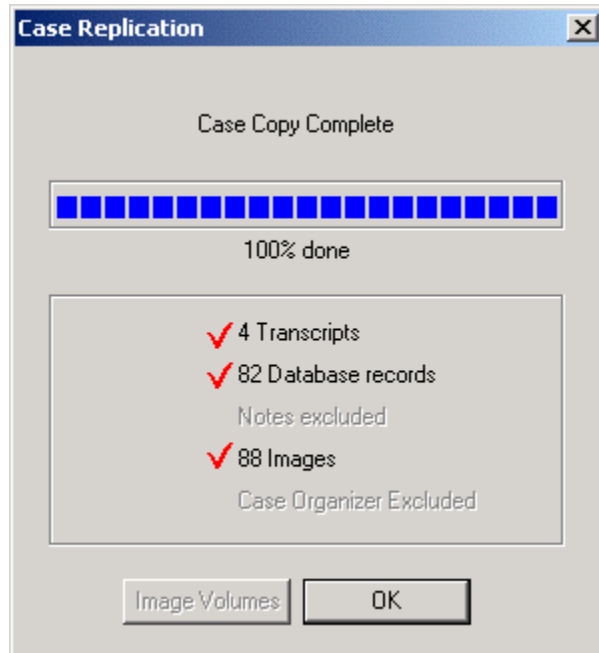
The “Copy Summary” dialog

We click “Next” to proceed to the final dialog in the CopyCase Wizard, which gives us the opportunity to review our selections and go “Back” if we need to modify any selections. Once we are satisfied with our selections, we click “Finish” to begin the copy process. The bottom right-hand corner of each CopyCase Wizard displays an outline of the selections in graphical and textual formats. Using the pie chart and/or space indicators, we are able to determine whether we have enough memory space to copy all the selected case elements without waiting to begin the copy process.



The "Case Replication" dialog


When the copy process is complete, we are prompted with a dialog box that outlines the various elements of the case that were copied to removable media (or any target location). Click "OK" to close the dialog box.



Working with a case on Removable Media

Now that the case has been copied to removable media, we are ready to deliver it to the expert witness (or any other third party). The expert can work with the case in two ways:

- 1) View the case directly from the removable media with a Summation system, by using the "Connect to Removable Media" function in the "Tools" option under the "Case" menu; or
- 2) Copy the case from the removable media to his Summation system, by using the "Copy from Removable Media" function in the "Tools" option under the "Case" menu.

 **Best Practices:** In general, Summation recommends the second method.

Conclusion

In this White paper, we worked through the process of copying a case from a Summation network system to a mobile Summation system for offline use. The attorney made changes to the case on the mobile system while on the road. When the attorney returned to the office, we merged (synchronized) the changes made by the attorney on the mobile system back with the network case. After the merge was complete, the attorney's changes from the mobile system became available to all network users. Finally, we made a copy of selected elements of the case onto Removable Media for easy delivery to an expert witness (or other third party).

The above scenario is one of many examples where the CopyCase utility can be useful. An attorney, paralegal or other litigation team member may copy a network case to a mobile system for offline use at home, then merge back with the network when they are back in the office. CopyCase can be used to share cases with co-counsel, other offices, or any third party (not just an expert witness). CopyCase is an extremely valuable tool that makes sharing information quick, easy and efficient.

Glossary of Terms

Source Case: the current (or active) case from which we are copying information.

Target Program Directory: the location to which we are copying the case. The target program location must be a valid Summation application directory.

Target Case: the case to which we are copying information.

Merge: the function of combining two cases so that the data stored in each is equivalent with the other.

Removable Media: a medium, such as CDRoms, DVDs, floppy disks, Zip drives, and Jaz drives, that is used to store data and can be disconnected from the computer for easy transport.