

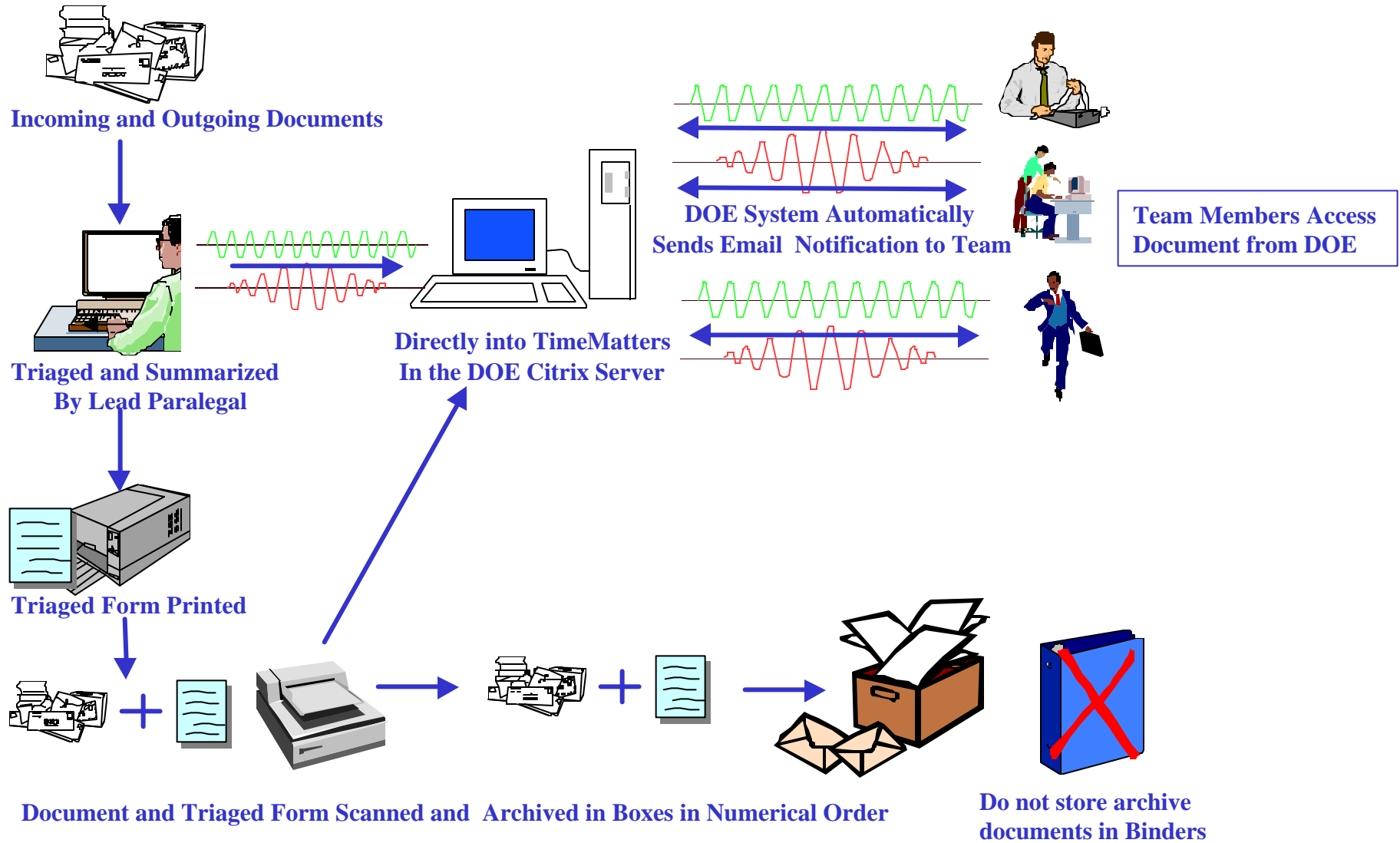
**IN-HOUSE
WORKFLOW
MANAGEMENT
IN
COMPLEX CASES**

December 15, 2001

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Lead Counsel

Workflow for Incoming and Outgoing Documents and Paper Faxes



Timing Is Critical. All Documents must be Prioritized and Distributed Promptly



Lead Counsel

Workflow for Incoming and Outgoing Documents and Paper Faxes

1. Original incoming document is forwarded directly to Lead Paralegal. [it does not go to the Attorney first]
2. Document is triaged and summarized by Lead Paralegal in TimeMatters.
3. Relevant deadlines and appointments are added to the calendar system in TimeMatters by Lead Paralegal.
4. The System automatically sends email notification with summary of document to Team.
5. Triage form is printed and placed on top of the document.
6. Document and triage form are scanned, stapled and archived in boxes in numerical order. [documents are not stored in binders]
7. All Team Members now have access to document and calendared dates on the System.

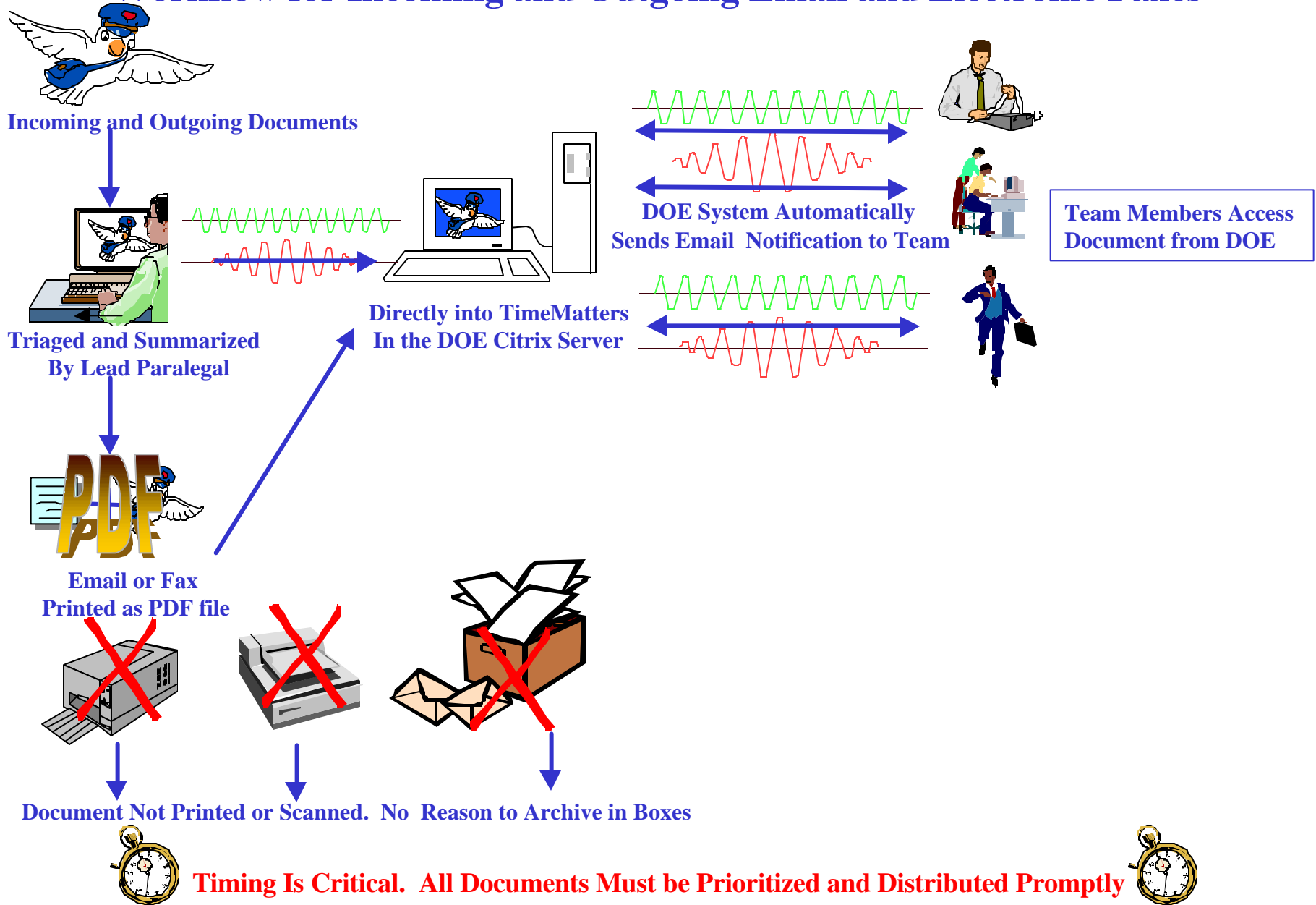


Timing is critical. All documents must be prioritized and distributed promptly.



Lead Counsel

Workflow for Incoming and Outgoing Email and Electronic Faxes



Lead Counsel
**Workflow for Incoming and Outgoing Email
and Electronic Faxes**

- 1. All emails and electronic faxes are copied or forwarded directly to Lead Paralegal.**
- 2. Document is triaged and summarized by Lead Paralegal in TimeMatters.**
- 3. Relevant deadlines and appointments are added to the calendar system in TimeMatters by Lead Paralegal.**
- 4. The System automatically sends email notification with summary of document to Team.**
- 5. Email or electronic fax document is “printed” as PDF file.**
- 6. Document is not printed nor scanned and, therefore, there is no need to archive in boxes.**
- 7. All Team Members now have access to document and calendared dates on the System.**

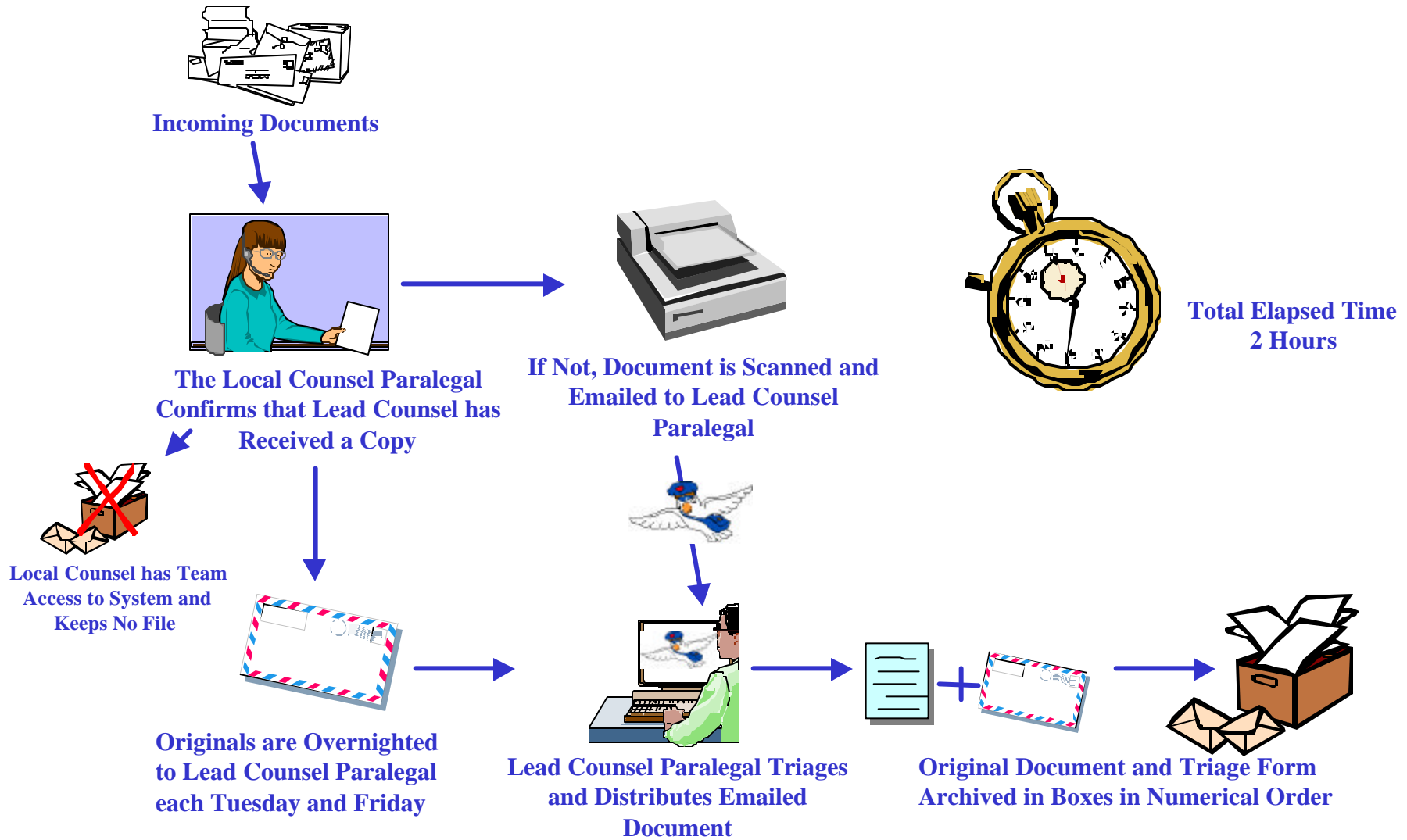


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Local Counsel

Workflow for Incoming Documents and Paper Faxes



Timing Is Critical. All Documents must be Prioritized and Distributed Promptly



Local Counsel

Workflow for Incoming Documents and Paper Faxes

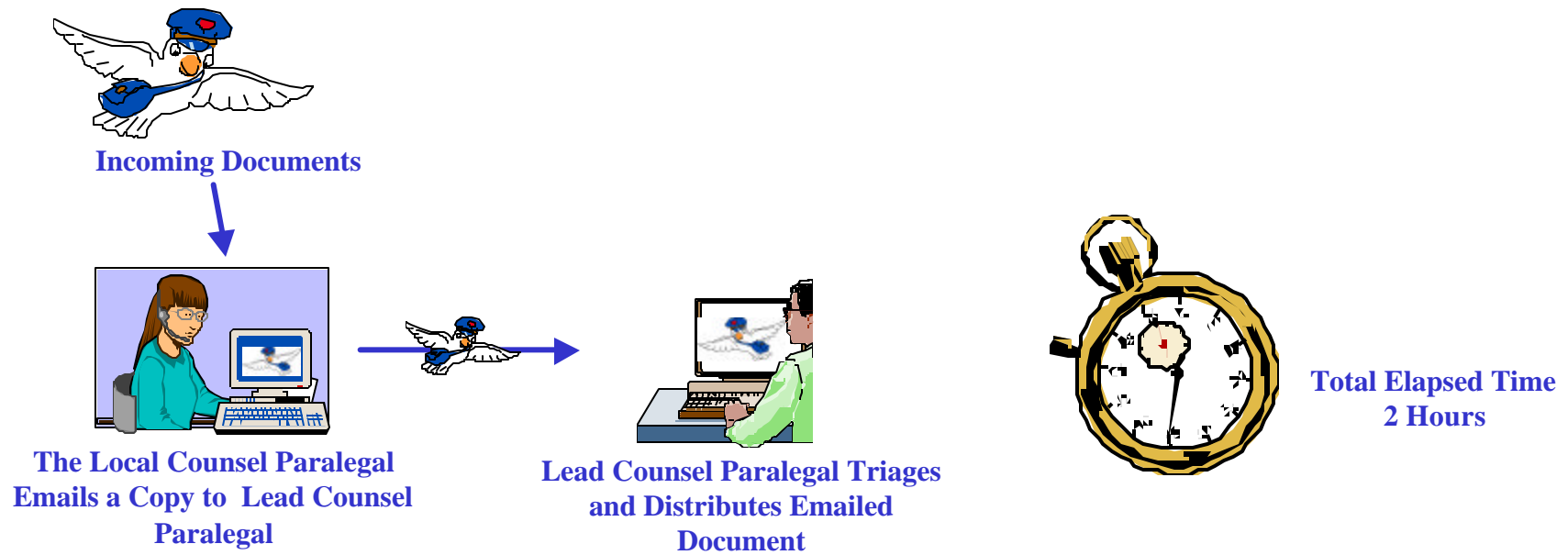
- 1. Original incoming document is forwarded directly to Local Counsel Paralegal. [it does not go to the Attorney first]**
- 2. Local Counsel Paralegal confirms via e-mail that Lead Counsel has received a copy.**
- 3. If not, document is scanned and emailed to Lead Paralegal within two (2) hours.**
- 4. Original documents are collected and overnighted to Lead Counsel Paralegal each Tuesday and Friday.**
- 5. Since Local Counsel has access to the System, no paper file is kept by the Local Counsel Paralegal.**



Timing is critical. All documents must be prioritized and distributed promptly.



Local Counsel Workflow for Incoming Email and Electronic Faxes



Timing Is Critical. All Documents must be Prioritized and Distributed Promptly



Local Counsel
**Workflow for Incoming and Outgoing Email
and Electronic Faxes**

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- 2. Since Local Counsel has access to the System, no paper file is kept by the Local Counsel Paralegal.**



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