

EXERCISE

DOCUMENT REVIEW AND PRODUCTION

Background

You've been assigned to a litigation team in a shareholder litigation. After collecting documents from a number of custodians, the team is in the middle of its document review and production, which you've now familiarized yourself with. The first batch of documents has already been reviewed for responsiveness, privilege, and confidentiality.

The senior associate asks you to get the production ready for delivery to the other side, and to draft the production cover letter. You're meeting with her to discuss the assignment.

Instructions

Come prepared to discuss with the senior associate:

- What you'll do to get the production ready for delivery; and
- Your thoughts on what to include in the draft production cover letter.