

E-Document Creation and Retention: Are Your Company's E-Mails Ready for Trial?

New York:
Wednesday, November 10, 2004

Chicago:
Tuesday, November 16, 2004

A Breakfast Briefing Hosted by Baker & McKenzie LLP

The "paper trail" no longer consists of paper. More than 90 percent of all business documents are now created digitally, and computer forensic techniques allow recovery of evidence invisible to most computer users.

This timely event will provide Baker & McKenzie's unique global perspective on recent caselaw developments on company/employer duties to maintain electronic documents, including emails and employee communications, and the consequences in failing to do so.

For insight and guidance on the important issue of E-document creation and retention, join a select group of leaders in the litigation and employment fields at a breakfast briefing in New York or Chicago featuring:

Please join us on:

Wednesday, November 10, 2004

8:00 - 10:30 A.M.

The Harvard Club of New York City
27 West 44th Street
New York, New York

Tuesday, November 16, 2004

8:00 - 10:30 A.M.

Baker & McKenzie LLP
130 E. Randolph Drive, 39th Floor
Chicago, Illinois

Registration & Continental Breakfast

8:00 - 8:30 A.M.

- **Grant Hanessian**, Chair of the Litigation Department of the New York Office of Baker & McKenzie LLP, who will moderate the event in New York.
- **Eric Rosenberg**, founder of LitigationProofing LLC, and former head of capital markets litigation at Merrill Lynch, who will provide valuable information in New York and Chicago on how companies can provide employee training on best practices in the creation and use of electronic communications, document retention, and working with counsel.
- **Brian Arbetter**, Chair of the Compensation and Employment Group of the Chicago Office of Baker & McKenzie LLP, and **Robert Lewis**, of the New York office of Baker & McKenzie LLP, who will address domestic and global employment law aspects and requirements for employers regarding the retention and destruction of electronic documents in the workplace. They will provide real-world practical suggestions for employers in dealing with this fast developing and very difficult area of the law.
- **Charles Cummings**, of the New York office of Baker & McKenzie LLP, and **Thomas Doyle**, Chair of the Litigation Department of the Chicago office of Baker & McKenzie LLP, will focus on the problems that companies encounter with the production of electronic documents, the increasing trend toward production of such materials in arbitration, and the hardening legal environment in which E-discovery is evaluated by the courts.

There is no fee for attending the program, but we ask that you promptly respond to this invitation to ensure that you will have a seat.

For your convenience, you may fax the registration form to Denise Gerdes at 312-698-2174, or contact her at 312-861-8942 or denise.r.gerdes@bakernet.com.

Registration:

- I will attend the November 10 New York seminar in person.
- I will attend the November 10 New York seminar via teleconference.*
- I will attend the November 16 Chicago seminar in person.
- I will attend the November 16 Chicago seminar via teleconference.*

** Please note that the teleconference phone numbers will be e-mailed to participants one week prior to the scheduled seminar.*

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Name(s) of additional colleague(s). (Please include e-mail address and phone number):

This transitional continuing legal education program has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2 credit hours, of which 2 credit hours can be applied toward the Professional Practice requirement.

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