

Privilege Log 101

E-Discovery Day

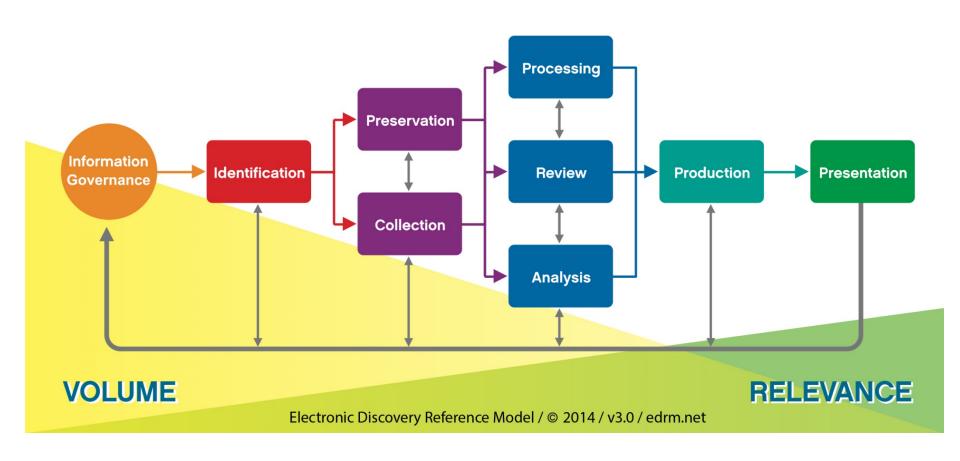
Presented by:
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About the Presenter

- M.B.A., Finance, Kelley School of Business, Indiana University.
- J.D., McKinney School of Law, Indiana University; Adjunct Professor, Center for IP Law and Innovation.
- Admitted: Indiana, 1994; Supreme Court of the United States, 2012.
- Developed and teaches a full-semester online course in Electronic Discovery every Fall semester.
- Developed and teaches a full-semester online course in Information Governance in Fall semester.
- Developed and teaches courses on cybersecurity, entrepreneurship, litigation support, competitive intelligence, etc.
- Developed 5-course online certificate in legal informatics.



Electronic Discovery Reference Model



Electronic Discovery Reference Model (EDRM) and Privilege

- Privilege as part of Review step and prior to Production (hopefully).
- Note that as the volume of electronically stored information (ESI) is reduced, the relevance of that ESI increases.
- Note that Information Governance is the first step in the EDRM.
- Points to the need for working with clients to set up robust and comprehensive information governance programs.
 - A practice builder for law firms.
 - Will make the e-discovery process go more smoothly and reduce the risk of inadvertent production of privileged/confidential/proprietary materials.
 - Especially critical given the shortened timeframes for an e-discovery process under the 2015 amendment to the Federal Rules of Civil Procedure (FRCP).



Why Protect Privileged Information?

- Ethical duties under the Indiana Rules of Professional Conduct:
 - Rule 1.1 Competence. On July 31, 2017, the Indiana Supreme Court issued an order amending Comment [6] to Rule 1.1.
 - Effective January 1, 2018, Comment [6] to Rule 1.1 will state "To Maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with the technology relevant to the lawyer's practice...."
 - Rule 1.6 Confidentiality and related Rules
 - Other Rules as applicable



Types of Privilege

- Attorney-client privilege.
- Attorney work-product.
- Trade secrets/proprietary information/software code.
- Other confidentiality doctrines, such as physician-patient, between spouses, minister/priest-parishioner.
- Other confidential information, including personally identifiable information (PII), such as social security numbers, driver's license information and personal health information (PHI).
- See specific legislation that requires this information to be redacted.
- Note the approved and effective methods for redaction.



- According to Matthews, "[i]n order to assert privilege and avoid confidential communications from becoming public or part of a court case, an attorney is required to document all of these types of communications and keep a privilege log." (David R. Matthews, Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval, 2nd ed. CRC Press, 2016, at 197).
- "Further, the attorneys are required to note in all such correspondence that the information contained therein is privileged." (Id.)
- Matthews continues, "[t]hat privilege can be lost, however, if data are inadvertently produced through the error or oversight of an attorney or their staff." (*Id.* at 198)



- The attorney work-product doctrine "is basically the practice of ensuring that any of the work done by an attorney or his consultants or agents is protected from discovery in a court case." (*Id.* at 199)
- As stated by Matthews, "[t]his can be hugely important for an attorney or anyone working for an attorney to understand because, again, the protection can be lost by mismanagement of the information." (Id.)
- The author gives the example of a forensics examiner who as has been hired by the attorney.
- Mathews goes on to advise that "[a] big caveat for anyone working in this capacity is to understand that unless you are working as the attorney's agent, this work product will not apply." (Id.)

- Matthews continues:
 - "Whether information is considered confidential, sensitive, or public only matters if someone is maintaining some type of classification of that data." (*Id.* at 200)
 - Unless and until data are classified and that classification is documented, there is no way to give it the proper protection. (*Id.*)
- This is one powerful reason why all organizations should have robust and comprehensive information governance programs in place.

- As indicated by Goldman, "[p]rivilege is not automatically invoked.
 The person claiming the privilege usually the client as the burden of establishing its existence by making a claim of privilege." (Thomas F. Goldman, *Technology in the Law Office*, 4th ed. Pearson, 2016, at 345)
- Goldman continues, "[t]o claim a document as privileged requires the submission of a privilege log identifying the item and the reason for the privilege." (Id.)
- The author discusses the wisdom of negotiating a claw-back or nonwaiver agreement that allows a party to recover privileged or confidential material that is inadvertently disclosed to avoid waiving privilege or confidentiality as part of the Rule 16 discovery planning. (Id. at 347)

Privilege Review

- According to Goldman,
 - Privilege review is the process of reviewing a client's documents to identify those that contain privileged or confidential information, or attorney work product. Protection against disclosure is provided in the federal rules, such as the Rule 26 protection for privileged matter and work product. (*Id.* at 432)
- Goldman continues, "[i]t is generally agreed that privilege review is the most costly phase of the discovery process." (Id.)
- According to Goldman, "[a] privilege log is a list of documents claimed by the submitting party to contain material subject to a privilege or work product exclusion." (Id. at 436)

Sample Privilege Log from *Technology in the Law Office*, 4th ed.

Exhibit 11.15 Privilege Log

Public Records Request			Privilege Log	July 18, 2008		
Ivy Frye's and Frank Bailey's February 2008 E-mails						
Date	Author	Recipient	Document Description	Privilege Deliberative Process/Executive		
02/01/08	C. Fredeen. PDC Eng.	F. Bailey, GOV	6:59 am *E-mail re Request for Reappointment for Craig Freeden to AELS Board			
01/24/08	D. Ogg	F. Bailey, GOV	9:21 am *E-mail re Education	Deliberative Process/Executive		
02/01/08	D. Ogg	F. Bailey, GOV	8:32 am *E-mail re Education	Deliberative Process/Executive		
02/01/08	S. Leighow, GOV	F. Bailey, GOV	8:46 am *E-mail re Appointment of member to the state Board of Game	Deliberative Process/Executive		
02/01/08	S. Parnell, GOV	S. Palin, GOV	7:41 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
02/01/08	S. Parnell, GOV	F. Bailey, GOV	8:22 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		K. Perry, GOV				
		T. Palin				
02/01/08	S. Palin, GOV	F. Bailey, GOV	8:28 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		K. Perry, GOV				
		T. Palin				
02/01/08	S. Palin, GOV	F. Bailey, GOV	8:30 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		K. Perry, GOV				
		T. Palin				
02/01/08	I. Frye, GOV	S. Palin, GOV	8:42 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		F. Bailey, GOV				
		K. Perry, GOV				
		T. Palin				
02/01/08	S. Palin, GOV	I. Frye, GOV	10:10 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		K. Perry, GOV				
		F. Bailey, GOV				
		T. Palin				
02/01/08	I. Frye, GOV	S. Palin, GOV	10:23 am *E-mail re Andrew Halcro	Deliberative Process/Executive		
		F. Bailey, GOV				
		K. Perry, GOV				
		T. Palín				

Privilege Review

- According to Phillips and colleagues, a "second pass" review should be conducted for material that is considered to fall under attorneyclient or work-product privileges." Amelia Phillips, Rodney Godfrey, Christopher Steuart & Christine Brown, E-Discovery: An Introduction to Digital Evidence. Cengage, 2014, at 130)
- The authors "many problems can be avoided by documenting reasonable review processes and conducting sampling and quality assurance on results; in addition, a thorough understanding of the review tools and technology can help prevent common pitfalls." (*Id.* at 130-131)
- They assert that "[u]sing personnel with vendor certification in review tools to conduct the review process can improve the producing party's due diligence position if problems occur." (*Id*.)

Privilege Review

- In describing the production phase of an e-discovery process,
 Phillips and colleagues state that "[a]fter all review and quality
 assurance steps have been completed, documents are produced to
 the requesting party in the agreed upon format." (Id. at 131)
- They state that "[a] description of documents subject to redaction or withholding because of privilege or protection should be entered in a privilege log, and this log should be produced along with the remaining discovery." (*Id*.)
- "In other words, the objective of a privilege log is to disclose information to the opposition so that it's clear what has been specified as privileged and why."

Privilege Log

- According to Phillips and colleagues, the following information should be included in the privilege log for each document:
 - Type of document
 - Author's name or other originator information
 - Names of recipients
 - Date
 - Title or description
 - Subject matter
 - The privilege being claimed (attorney work-product, attorney-client communication, protected, and so forth) (*Id.* at 132)

- Proportionality in discovery is now part of the Rules.
- Amendment to Rule 26(b)(1) Scope in General.
- Now it is the "obligation of the parties to consider these [proportionality] factors in making discovery requests, responses or objections."
- According to the Committee Note to Rule 26, a party will not be able to simply make a "boilerplate objection that [discovery] is not proportional. The parties and court [will]have a collective responsibility to consider the proportionality of all discovery and consider it in resolving discovery disputes."
- From Geraldine Soat Brown, *The Top Five Things to Know About the New Federal Discovery Rules*. The Circuit Rider, November 2015, pp. 10-12.

- Improvements made to Rule 34(b)(2) regarding responses to document requests.
- A party objecting to a document request is required to state the objection with specificity (effective December 1, 2015).
- As indicated by Brown, "[r]equiring a party to state whether it is withholding any document based on its objection is another welcome change. Many disputes start because a responding party objected to a request and then said 'Without waiving that objection, we agree to produce [certain documents]." (Id. At 11)
- Revised Rule 34(b)(2)(C) requires the responding party to state whether any documents are withheld on the basis of an objection.
- Per Brown, "[u]nder the revised Rule, the requesting party will not have to guess whether there are unproduced documents." (Id.)



- Rule 37(e) has been completely rewritten to standardize sanctions for failure to preserve ESI.
- Based on concerns that the different standards being used by various courts resulted in spending excessive time and funds on preserving ESI to avoid sanctions.
- The revised will follow the less severe approach that had been used by the Seventh Circuit.
- Brown cautions that the revised rule will apply only to ESI. (Id. at 12).
- She also notes that the circuit courts may continue to follow their own standards regarding preservation of other types of evidence. (*Id.*)

- Document request can be served 22 days after the complaint and summons are served, before any party has answered. (Revised Rule 26(d)(2))
- Intent is to speed up litigation. Note that amendments to other rules also shorten the timeframes for various activities in an e-discovery process.
- Rule 26 now expressly authorizes an option of shifting expenses as part of a protective order.
- Rule 26(c)(1)(B) now includes express authority to condition discovery through an order "specifying terms, including time and place or the allocation of expenses, for the disclosure of discovery." (Id. at 12)



- In conclusion, Brown states that "[l]awyers should review the entire package of amendments and use them so that federal civil litigation approaches the goal of Rule 1: the just, speedy, and inexpensive determination of every action and proceeding." (Id.)
- Note the importance of some of the amendments to privilege and the creation of a privilege log:
 - Proportionality in responses and objections.
 - Specificity in objections to requests.
 - "Boilerplate objections" no longer allowed.
 - Shortened timeframes throughout the initial states of e-discovery.
 - Cost shifting authorized.
 - No need to "over-preserve" to avoid sanctions.



- Other commentators have suggested that the 2015 amendments encourage the negotiation of claw-back agreements as part of the Rule 26 "meet and confer" conference as a safety net against waiving privilege. They also cite avoiding waiver under FRE 502.
- Also note Federal Rules of Evidence 502(b).
 - "According to FRE 502(b) the production of privileged information does not act as a waiver of the attorney-client privilege is the producing party proves the following: (1) The disclosure is advertent; (2) The privilege holder took reasonable steps to (a) prevent the disclosure and (b) rectify the error." (Mike Hamilton, *Utilize FRE 502 to Protect Privileged Information from Waiver*. Exterro's E-Discovery Breakdown, Sept. 27, 2012, https://www.exterro.com/blog/utilize-fre-502-to-protect-privileged-information-from-waiver/, accessed 11/17/17).

FRE 502(b)

- As stated by Hamilton, in most cases the court will consider five elements in assessing (1) and (2):
 - The reasonableness of precautions taken in view of the extent of document production
 - The number of inadvertent disclosures
 - The magnitude of the disclosure
 - Any measures taken to mitigate the damage of the disclosures
 - The overriding interests of justice
- He then analyzes the court's application of the five factors in Inhalation Plastics, Inc. v. Medex Cardio-Pulmonary, Inc. (S.D. Ohio Aug. 28, 2012).
- (See also Goldman, supra, at 348-349 and 434-435)



FRE 502(b) and 502(d)

- As he concludes,
 - A basis for the privilege claim must be stated within the notice "sufficiently detailed so as to enable the receiving party and the court to understand the basis for the claim and to determine whether waiver has occurred." (*Id.* at 3)
 - In Inhalation Plastics, even thought the defendant immediately notified the plaintiff of the inadvertent disclosure, the defendant did not provide a privilege log or any basis for the privilege, instead only offering "conclusory statements," which the court deemed as inadequate. (*Id.*)
 - He advises lawyers to consider an FRE 502(d) agreement as a way to avoid waiver. (*Id.* at 4)

FRE 502(b) and 502(d)

- Hamilton continues,
 - To employ a 502(d) agreement, parties must agree to terms that limit and offer protection from the inadvertent waiver of privileged information and then submit those terms to the court.
 - The ideal time to come to this agreement is during the FRCP 26(f) meet and confers.
 - Next time, before your next meet and confer make sure to review FRE 502(d).
 - This very much underutilized rule not only minimizes risk of accidentally disclosing confidential, privileged information, but can also help reduce overall e-discovery costs on the back end.

Recent Cases Involving Privilege Logs

- Irth Solutions, LLC v. Windstream Communications LLC (S.D. Ohio Aug. 2, 2017). (Exterro; K&L Gates; Kroll Ontrack)
- CP Salmon Corp. v. Pritzker, ---F. Supp. 3d.---,No. 3:16-cv-00031-TMB, 2017 WL 744022 (D. Alaska Feb. 24, 2017). (K&L Gates)
- Fairholme Funds, Inc. v. United States, No. 13-456C, 2017 WL 4768385 (Fed. Cl. Oct. 23, 2017). (K&L Gates)
- Harleysville Ins. Co. v. Holding Funeral Home, Inc., No. 1:15cv00057 (W.D. Va. Feb. 9, 2017). (K&L Gates; Kroll Ontrack)
- Selective Ins. Co. of the Se. v. RLI Ins. Co., 5:12CV2126, 2017WL 1206036 (N.D. Ohio Mar. 31, 2017). (K&L Gates)
- Morgan Hill Concerned Parents Ass'n v. Cal. Dep't of Educ., 2017 U.S. Dist. LEXIS 14983 (E.D. Cal. Feb. 1, 2017). (Kroll Ontrack)
- Fischer v. Forrest (S.D.N.Y. Feb. 28, 2017). (Exterro)



Creating a Privilege Log in CaseMap

- Creating a Privilege Log allows you to quickly print a report listing the document you have marked as privileged under attorney-client, attorney work-product or any privilege type you determine.
- You may also print a report listing those documents that are marked as not privileged.
- The Privilege Log Wizard is a pre-built report option on the Reports menu and is also available in DocPreviewer.
- The wizard guides you through selecting the privilege types and document fields to include in the log, as well as choosing the order the documents display in the log.

Creating a Privilege Log in CaseMap

- You can use the default settings or customize the content of the report to suit your needs.
- Setting changes are automatically saved for the next time you run the report.
- When you are finished, the log is printed as a table in Microsoft® Word.
- If you have a subscription to DocPreviewer, the pre-built Privilege Log is also accessible in the Manage Documents pane.

CaseMap Privilege Log

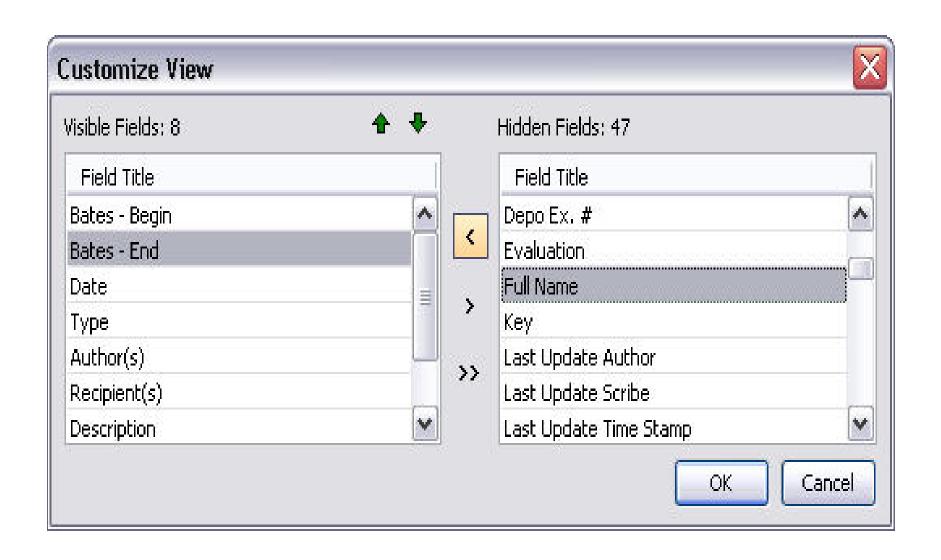
Case: Plaintiff_vs._Defendant_Atty Created: 8/17/09 4:35:25 PM

Bates -	Bates	Full Name	Date	Туре	Author(s)	Recipient(s)	Description	Privilege
Begin	- End		Dan	l Type	1144401(3)	receptenes,	Description	Timege
		CCL Employee Manual	12/??/1999				From Intake	Atty Work
							Interview	Product
		Termination letter to Hawkins	02/11/05				From Intake	Atty Work
		from LangW					Interview	Product
		Letter from HawkinsP to	09/19/05				From Intake	Atty Work
		LangW regarding being					Interview	Product
		dismissed in sales meeting.						
		Email from Emanuell to	02/19/06				From Intake	Atty Work
		HawkinsP asking if I could	4:30 p.m.				Interview	Product
		come in for interview.						
		Email from HawkinsP to	12/27/02				From Intake	Atty-Client
		LangW accepting job at ABI.					Interview	
		Copy of my 2003 CCL	02/??/04				From Intake	Atty-Client
		Performance Review					Interview	
		Email from Emanuell to	02/19/06				From Intake	Atty-Client
		LawsonG asking if he would be	12:30 p.m.				Interview	
		interested in interviewing						
		HawkinsP.						
		Letter from Emanuel I thanking	03/01/06				From Intake	Atty-Client
		HawkinsP for applying for job					Interview	
		and letting me know they've						
		decided to interview other						



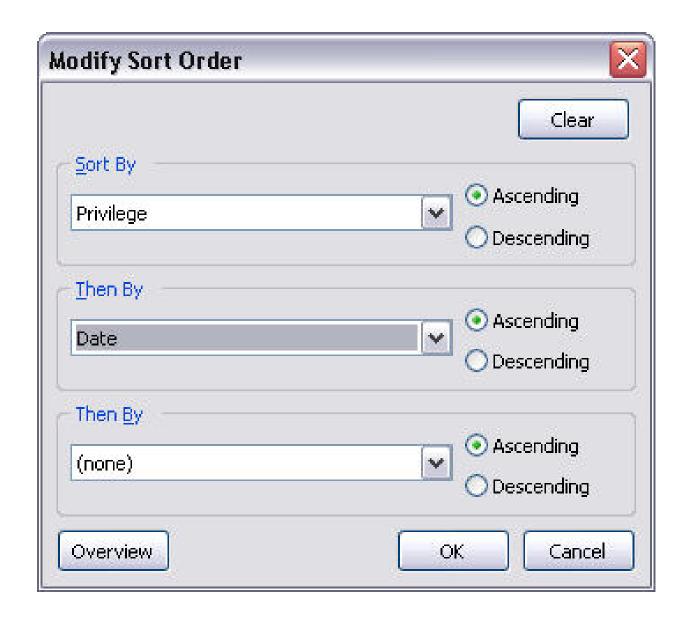
To Print a Privilege Log in CaseMap

- On the Reports menu, click Privilege Log Wizard.
- When the wizard launches, click Next.
- In the Privilege Types box, select the check box for the privilege types you want to include in the log: Atty Work Product, Atty-Client, or Atty-Client and Atty Work Product.
- Click **Next** to continue.
- In the **Document Fields** dialog box, notice the default fields that are automatically included for use in the report.
- Click the Customize button to select additional fields and/or hide any pre-selected fields for the log, then click OK.



To Print a Privilege Log in CaseMap

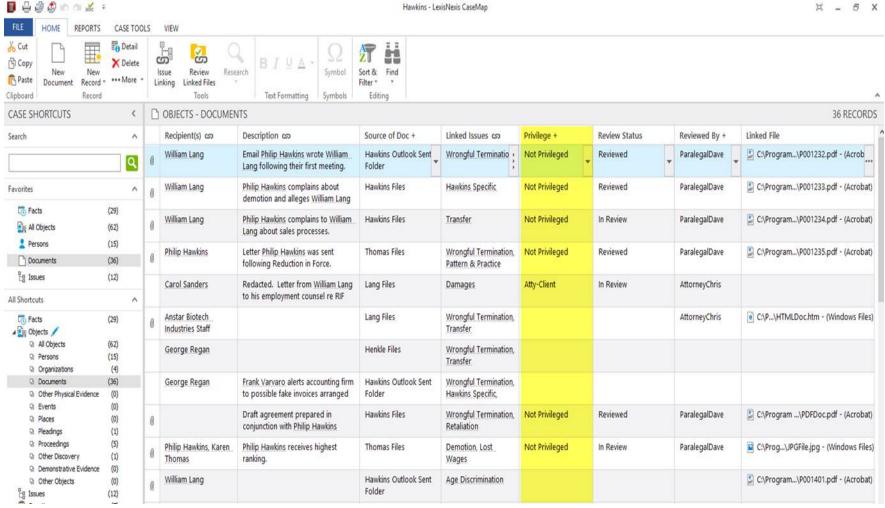
- Click the Show Field or Hide Field buttons to add or remove fields in the Visible Fields listing.
- Use the Move Up and Move Down buttons to organize the viewing order for the report.
- Click **Next** to continue.
- In the Sort Order dialog box, click the Modify button to adjust the field sort order.





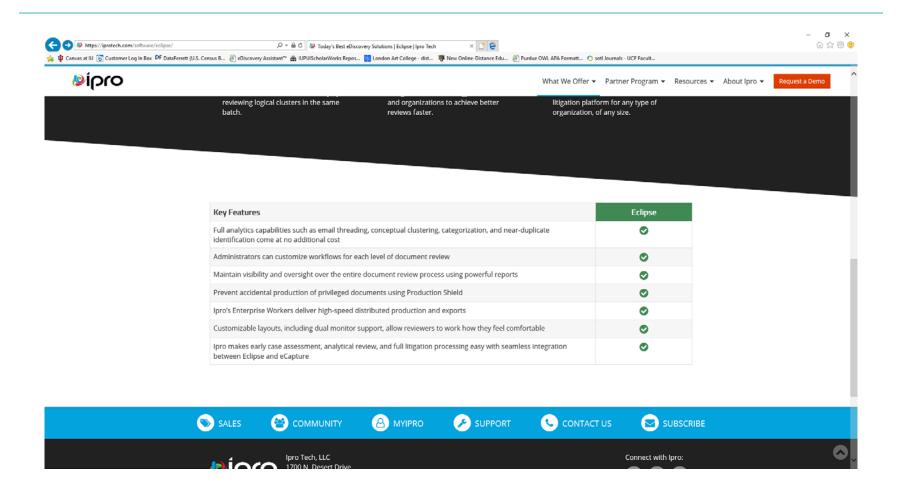
To Print a Privilege Log in CaseMap

- In the Sort By listing, select the primary sort field for the log order and then select its Ascending/Descending order.
- In the Then By listing, select the secondary sort field and its Ascending/Descending order.
- You have the option to add a third field sort option, if needed.
- Click **OK** to to save the settings.
- Click **Next** to continue.
- Click Finish to print the report in Microsoft Word.
- Notice that all fields selected in the wizard print in the log and in the sort order you determined.
- You can now save the report as a Word file or PDF file, and save it in the network folder where you store reports.

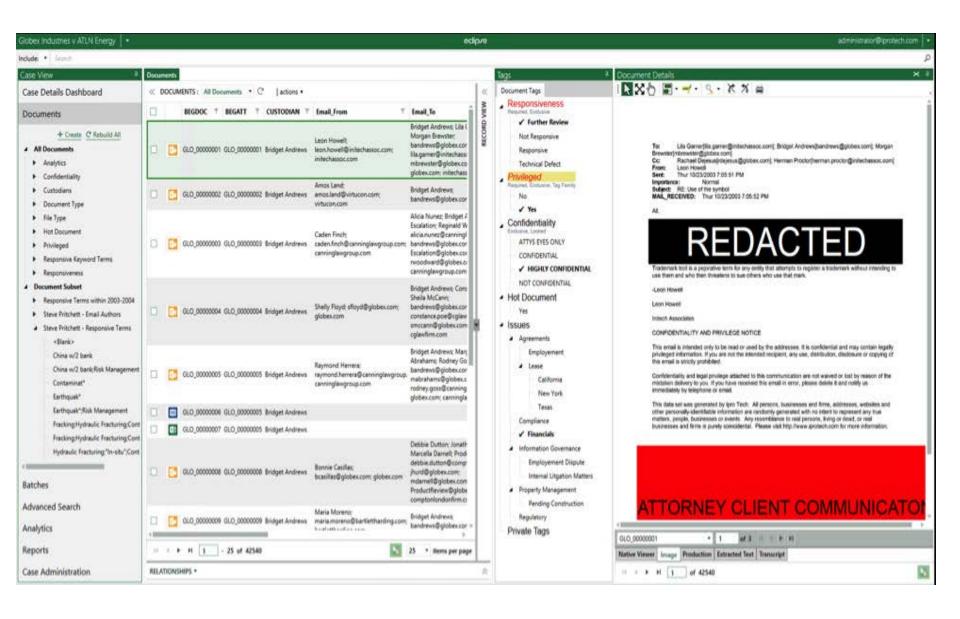


Note: On the objects list, you can indicate what documents are privileged, but you would need to use a discovery platform to redact them.

IPRO Eclipse









Other Technology Can Assist with Protecting Privilege

- Predictive coding
- Technology-Assisted Review (TAR)
- Predictive coding system developed by Dhyvia Soundarajan, graduate student, working with Professor Sara Anne Hook, includes option for searching for and designating documents as protected.
- As stated by Phillips and colleagues, "[m]ost review platforms can be configured to generate reports automatically that contain most of this information; however, some elements may be time consuming to track." (Phillips, supra, at 132.)
- The authors give as an example the difficulty of tracking email threads when the topic changes mid-thread or parties in the communication change. (*Id.*)

SMART PREDICTION					
		SEARCH BY NAME BY DATE BY DATE BY CASE TYPE WOST FREQUENT BY YEAR MY STATE REFRESH			
DOCUMENTS	NOT PROTECTED/ PROTECTED	Not Protected ✓ ✓ Relevancy ✓			
File 1					
File 2					
File 3					
File 4					
File 5					
File 6					
File 7					
File 8		▼			
		DOWNLOAD			

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