

Memorandum

To: CJA Panel Attorneys

From: Electronic Discovery Working Group – Western District of Washington

Subject: Basic Technology Requirements for Criminal Justice Act Panel Attorneys

Date: November 27, 2012

The Electronic Discovery Working Group was tasked by Chief Judge Marsha Pechman with developing programs and technology standards to facilitate better access to electronic discovery for CJA counsel.

CJA counsel should have an adequate understanding of electronic discovery. Attorneys and their staffs should be proficient in the use of e-mail programs, word processing, spreadsheet, ECF filing, and searching of electronic data.

Regardless whether CJA counsel use Apple or Windows based computers, their computer hardware should still support the minimum requirements for currently supported releases of the Windows operating system and Microsoft Office applications, since some litigation support programs do not work with Apple operating systems. Alternatively, CJA counsel who primarily use Apple based computers should have access to a computer that uses a Windows operating system.

Please note for future upgrades of the CM/ECF system, the Administrative Office of the U.S. Courts urges courts to support the Internet Explorer and Firefox browsers. Firefox updates their browser platform frequently. As a result CM/ECF functionality will be better supported using the Internet Explorer browser.

Attorneys should anticipate the need to upgrade their computer and peripheral equipment a minimum of every five years. Upgrade decisions should be based on what hardware and software will provide the best functionality and compatibility with future versions of CM/ECF.

The following are minimum technology standards for CJA counsel. Computer equipment, software, and training are a part of each lawyer's overhead expenses and are not expenses that will be paid by the court.

1. PC or Mac computer, including a DVD/CD writer;
2. Printer;
3. Scanner with ability to convert paper documents to PDF/A format;

4. Speakers;
5. Secure Internet connection (high speed preferred);
6. A web browser such as Windows Internet Explorer;
7. Multi-media player such as Windows Media Player;
8. Word processing program – Microsoft Word preferred.
9. Presentation, database, and spreadsheet software – similar to what is available in the Microsoft Office Suite.
10. A PDF program with writing and reading capability, plus the ability to create searchable PDF documents;
11. An individual e-mail address for the attorney that is private.
12. Anti-virus software and attorneys should configure their operating system to automatically run security updates.
13. The hardware and software to utilize external hard drives and thumb drives.