

# Practical Tips for Handling E-Discovery

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This article discusses key issues companies should consider to ensure compliance with obligations to preserve and produce electronically stored information in litigation. It reviews the Federal Rules of Civil Procedure on E-Discovery including required disclosures and permissible discovery. The practice note addresses discovery conferences and ESI (electronically stored information), the "litigation hold," and possible sanctions in failing to present electronic information. It also discusses information located abroad and the guidelines for preserving and producing ESI.