

Annette L. Riley  
Litigation Support Services, Inc.  
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**A UNIQUE CONSULTING SERVICE  
SPECIALIZING IN COMPLEX LITIGATION CASE MANAGEMENT AND  
ADMINISTRATIVE SERVICES**

**SPECIALIZED SERVICES INCLUDE:**

- 1 Review and Processing of Experts' Documents for Deposit, Including Bates Labeling and Systemizing Bates Labels for Computer Use and Searchability
- 2 Specialist In Organizing and Indexing of Corporate Documentation
- 3 Consultation, Development, and Maintenance of Specialized Spreadsheets  
Microsoft Excel\* / Quattro Pro\*
- 4 Planning and Development of Documents in Doculex\*, Concordance\*, Trial Pro\*, and InData Trial Director Suite 4.0\* (inData Corp: Certified Trainer),  
formats (compatible with Summation, Concordance).
- 5 Create and Customize Data Incorporated Into Charts  
Microsoft Excel\* / Quattro Pro\*
- 6 Consult, Develop, and Maintain Searchable Databases Indexed and Linked to  
Documents Through Image Viewer\* Software
- 7 Scanning Services Including Experience in Flatbed Scanning, Page Keeper  
Standard\*, Batch and Individual Film Negatives and Color Slide Scanning
- 8 Specialized Information Gathering and Processing Including Internet Searches
- 9 Design & Develop Customized Brochures, Newsletters, Promotional Flyers,  
Experienced in Microsoft Publisher\*
- 10 Experience in Microsoft Office\*, Power Point\* Development and Presentation,  
Word Perfect Office\*, Front Page 2000\*, Quattro Pro\* Enhances Speed,  
Accuracy, and Efficiency for All Document Control and Production
- 11 Time Code and Audio Synchronization of Video Transcripts

\* Software Trade Mark or Trade Name

“Litigation Support Services, Inc. is dedicated to meeting your business’ unique and specific needs. We will assist you to obtain efficient document management, processing and control.”

## RECENT EXPERIENCE

Annette Riley founded Litigation Support Services Inc. in the Fall of 2001 following her key role in the Kelly pre trial (Motion In Limine) hearings for **Spitz et al. v. Brighton-Brannon, et al.** Litigation Support Services, Inc. is currently fulfilling a key role in trial preparation for other large northern and southern California “construction defect” trials. Past assignments included similar trial preparation work in **Peters, et al. v. Brighton-Brannon, et al.**, although the goal of that work was to inventory data, rather than present it at trial. Provided scanning, document management and related services in **David et al. v. Brighton-Brannon, et al.**, and scheduled to do trial presentation in during pre trial and trial. Provided scanning, document management and related services in **Mesa Vista South**, interfacing with counsel’s Trial Document and Presentation Specialist during trial.

Annette has provided scanning, document management and related services, jury consultation, and electronic trial presentation for **Breakers Homeowner’s Association v. Shea Homes of California**. During the Breakers trial responsibilities included, but were not limited to, jury consultation during jury selection, coordination and scheduling of homeowner witnesses, coordination and scheduling of expert witnesses, coordination and presentation of exhibits via electronic presentation system, ongoing research for counsel during trial.

As a result of her work on behalf of the plaintiff’s in **Breakers v. Shea Homes**, Shea counsel and representatives requested our assistance in Shea matters in Northern and Southern California.

Relatively new to the Orange County Complex Litigation department, the refurbished courtrooms had been updated with state of the art computer presentation, and audio-visual equipment. Accordingly, the court is encouraging all litigants to present their cases to the maximum extent by means of computer assistance. Annette Riley is aware of the department’s facilities, requirements, and procedures with respect to presentation of Trail Exhibits and related demonstrative evidence.

Litigation Support Services, Inc. was the first to test the new electronic system in Judge Waldrup’s courtroom during the Spitz Kelly Hearings.

For example, her responsibilities in the Spitz and other cases included, but were not limited to:

- 1 Scanning of all photo negatives and expert documents for deposit.

- Scanning of all site inspection photographs
  - (One expert's deposit alone required the scanning of 6000 photo negatives to be printed out with bates numbering incorporated in his field inspection reports.)
  - Scanning of all documents deposited
  - Scanning of plaintiffs' documents deposited
  - Scanning of relevant developers' percipient experts' documents
  - Scanning of relevant concrete contractor's percipient and experts' documents
  - Scanning of relevant concrete contractor's documents
- 2 Develop and maintain the searchable database (Concordance / Doculex) linked to all scanned images deposited by all parties, entries included deposits by experts for defense and plaintiff
  - 3 Researched and collected data for client's experts upon request
  - 4 Responsible for providing client's experts with CDs of images and searchable database necessary for deposition and trial preparation
  - 5 Created graphics including Power Point presentations and graphs/charts incorporating both defense and plaintiff test data for exhibits to be used at trial
  - 6 Prepared client's exhibit list (as voluminous as 300 pages) and collected exhibits in preparation for deposit to the court and all parties
  - 7 Set up load files for exhibits to be presented electronically in the courtroom
  - 8 Did live electronic trial presentation of exhibits in Spitz Kelly Hearings and in the jury trials for Breakers Homeowner's Association v. Shea Homes, Bay Pointe @ Refugio v Shea Homes. Assisted in Dang v Shea Homes trial preparation.
  - 9 Trial preparation for cases which settled include:  
David v. Brighton-Brannon, Bay Pointe @ Ardenwood v. Shea Homes, March v. Forecast, Saucerman v. S.V. Partnership.
  - 9 Took chair beside defense's lead attorney to assist during Kelly Hearings and numerous jury trials.
  - 10 Has assisted in jury selection process.
  - 12 Communicated with experts for scheduling of their appearance in court during Kelly Hearings and numerous jury trial. As well as attending on-sight investigations.

**REFERENCES INCLUDE:**

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Cases: Saucerman  
March v Forecast Development

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Cases: Spitz v Brighton Brannon (Opposing side)  
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Cases: Breakers v Shea Homes

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Posard Broek – Cost of Repair / Architectural  
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