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## ShareVault for Law Firms

### ShareVault for Appellate and Trial Court Briefing

The Law Offices of Gregory R. Ellis is an appellate law firm that handles civil, criminal, and family law matters in state and federal appellate courts. It also prepares substantive trial court motions and briefs on behalf of trial attorneys. The firm is comprised of attorney Gregory Ellis, along with associate counsel, paralegals, and law clerks who work with the firm on a project basis. The firm has been using ShareVault for more than six months and has found it to be a quite valuable asset to the practice.

The ShareVault® virtual data room was set up and the firm trained in its use in less than an hour. The firm uses the system to manage documents in all of its active cases, which translates to at least 10,000 pages at any given time. Given the intensive research and writing nature of appellate work, the firm's associate attorneys and support professionals are able to provide their services remotely for the most part, in their own office locations. The firm provides them individually tailored access to ShareVault on a case-by-case basis, which in turn gives them immediate access to all key documents without the vagaries, and inherent limitations, that accompany the transmission of documents by email. In particular, unlike email, ShareVault provides high-level security of confidential and sensitive documents.

The firm is also able to share selected documents with trial counsel on a case if necessary. As with its own professionals, the firm can define as narrowly as it wishes not only which documents such counsel can access, but also each person's precise viewing rights. The firm is then able to track each party's access to documents in a particular case.

More specifically, during the research and briefing process, the firm uses ShareVault to compile and share the following:

- The record on appeal, which includes the reporter's transcript, the clerk's transcript (or, where applicable, trial court documents which will comprise an appendix), and exhibits
- Legal research, including research memos, primary case and statutory law, and excerpts from secondary sources (the latter categories downloaded from electronic research services)
- Various drafts of the firm's briefs
- Opposition briefs

ShareVault facilitates organization of these documents. The firm's use of ShareVault's tagging structure is analogous to a law office hard-copy filing system: the primary ShareVault tag is like a red accordion file (or bucket) assigned to a case, and the sub-tags are like the manilla folders within the accordion file, individually labeled as Research, Drafts, Correspondence, Superior Court Documents, Appellate Court Documents, Opposition Documents, etc. ShareVault does not necessarily replace the hard copies of documents in a given case, but instead facilitates their management and fluid distribution. In addition, the firm has found it to be reliable, and very easy to use.

In sum, the law firm believes that ShareVault has made a significant positive contribution to the efficient management of documents during the research and briefing phases of its appellate practice.

## About the Law Offices of Gregory R. Ellis

The Law Offices of Gregory R. Ellis is the appellate law firm of attorney Gregory R. Ellis. Mr. Ellis has practiced law since 1985, and has limited his practice to appeals and related matters since 1987. He received his J.D. degree from UCLA School of Law in 1985 (where he was on Law Review from 1983-1985), having previously received a B.A. degree from Amherst College. In 1994 he also received an MFA in Writing from Vermont College of Fine Arts.

Mr. Ellis is certified by the State Bar of California as a specialist in appellate law and handles appellate and writ matters in civil, criminal, and family law matters filed in the California Courts of Appeal, the California Supreme Court, the federal Ninth Circuit Court of Appeals, and the United States Supreme Court. He also writes and argues substantive trial court motions and briefs on behalf of trial counsel.

Mr. Ellis has authored numerous articles on appellate practice and procedure, which have been published in legal newspapers and journals. He lectures frequently on appellate-related topics, including presentations at the State Bar's Annual Meetings which have covered effective brief writing, making a record for appeal, family law set-aside motions, and statements of decisions.

Mr. Ellis has coached the "external" moot court teams at the UCLA School of Law. From 2000 to 2008 he was on the Board of Directors of the law school's Alumni Association, and was President of that board in 2006-2007. He has been selected as a Southern California "Superlawyer" in 2009, 2010, and 2011, and received the "2010 Top Attorney" Award from Pasadena Magazine in the "appellate law" category, chosen by his peers.

## About ShareVault

ShareVault is a secure, intuitive online data room for law firms and their clients. Anytime and from anywhere, law firms and clients can easily access, publish, manage, and search all types of documents as well as share them with multiple authorized parties including legal teams, clients, expert witnesses, and litigation support vendors, while at the same time tracking this access. Unlike email and traditional document delivery methods, ShareVault provides more efficient and trustworthy management of client matters, litigation, arbitration and mediation support, M&A due diligence, IP licensing, and the storage, management, search and tracking of documents in various other intensive practice areas.

ShareVault is headquartered in Los Gatos, CA.  
For more information, visit [www.ShareVault.com](http://www.ShareVault.com)