

## **Guidelines for Contributing Your Case Documents to the Exchange**

### *How to Send Us Your Documents*

To contribute your documents, simply email your documents as attachments to [docdrive@justice.org](mailto:docdrive@justice.org). To contribute documents saved to a CD-ROM, please mail the CD-ROM to AAJ Exchange, 777 6th St., NW, Suite 200, Washington, DC 20001.

Contact the AAJ Exchange at 800-344-3023 or 202-965-3500, ext. 8615 with any questions.

### *Review of Documents*

AAJ Exchange staff attorneys review all documents contributed to determine overall usefulness and value to other AAJ members. As you select which documents to send to the Exchange, please consider the following guidelines. Should you have any questions or wish to discuss the type and number of documents you would like to contribute, please call one of our staff attorneys at 800-344-3023 or 202-965-3500, ext. 8615.

### *Type of Document*

The list below includes examples of the kinds of documents that we have found to be most valuable to AAJ members.

- Depositions
- Pleadings
- Complaints
- Company information that is not otherwise easily accessible
- Requests for production of documents
- Interrogatory requests and responses
- Motions and memorandums in support
- Trial transcripts
- Voir dire questions/preparation materials
- Posttrial materials, including appellate briefs
- Discovery abuse materials

**Note:** The Exchange will not accept copyrighted materials without the express waiver of the copyright holder.

### *Date of Document*

The Exchange does not exclude documents from its databases solely on the basis of when a document is dated or prepared. Documents filed or dated before 2000 are often useful, especially in products liability claims. Note: If you are contributing documents that are dated pre-2000, please carefully consider their potential value to your AAJ colleagues prior to submission.

### *Format of Document*

The Exchange strongly encourages members to send electronic materials to save time and administrative costs. Hard copy (paper) documents may be accepted on a case-by-case basis.

### *Subject Matter of Document*

Documents relating to those areas of practice represented by AAJ Sections and Litigation Groups are generally valuable to other AAJ members. And, the Exchange encourages the contribution of documents from other practice areas as well.

**Note:** The Exchange accepts redacted documents to protect confidentiality of parties as deemed necessary by counsel.

### *Section and Litigation Group Document Libraries*

Consider contributing documents to your Sections' or Litigation Groups' Document Libraries. Document library materials are available for free to other Section or Litigation Group members. Designate each document submitted to a Document Library as either "restricted" (for group members only) or "non-restricted" (available for purchase by all Exchange users).

### *Security and Confidentiality of Exchange Databases*

The Exchange databases are secure and safeguarded. In order to search and view documents, members must certify that they are a Regular, Sustaining, Life, or President's Club member of AAJ, or an employee of such an attorney member. Users agree that use of this Web site is for the sole and exclusive purpose of assisting clients of their law firms in the prosecution of their cases, and for the purpose of sharing knowledge of their firms with other attorneys concerned on behalf of their clients with common questions of law and fact. Users also agree that any and all Exchange items and communications SHALL NOT be disclosed to nonmembers of AAJ, a member of AAJ who could directly or indirectly be identified as representing a defense interest, a defendant, a criminal prosecutor, or any other person not assisting in their case. Exchange materials may not be resold under any circumstance.

### *Incentive for Contributing your Documents to the Exchange*

As an incentive to contribute documents to the Exchange and share your documents with your AAJ colleagues, the Exchange offers a \$5.00 credit for each document contributed and used in the Exchange's database. The \$5.00 will be credited to the member's Exchange account and applied to future Exchange purchases.

Should you have any further questions, please contact the AAJ Exchange, at 800-344-3023.