

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

AAJ plaintiff lawyers have access to thousands of documents contributed by their colleagues. By sending the AAJ Exchange your case documents, you will be sharing your expertise and experience with thousands of your colleagues. We encourage you to contribute your depositions, pleadings, expert testimony, and other case information to help build the most comprehensive, valuable, and confidential trial lawyers' database in the country.

### *How to Send Us Your Documents*

To contribute your documents, simply log onto the Exchange Web site at [www.justice.org/exchange](http://www.justice.org/exchange), click on "Send Your Documents," complete the information requested, and upload your files. Or contact the AAJ Exchange at 800-344-3023 or 202-965-3500, ext. 615.

### *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 Melissa Vogel or Anne Doohan at (800) 424-2725, extensions 265 and 522, respectively.

### *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

### *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 1990 are often useful, especially in products liability claims. Note: If you are contributing documents that are dated pre-1990, 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.

## *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 your Document Library*

AAJ Exchange staff attorneys review all documents contributed to the Exchange. As an incentive to contribute documents to the Document Library, 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 to be used for future Exchange purchases.

Should you have any further questions, please contact the AAJ Exchange, at 1-800-344-3023.