



How It Works

The process to bring BTG into a case is very simple. As a vendor on CJA cases, we can be added to your budget or outright appointed as a discovery coordinator. We work on behalf of all CJA-represented defendants, but we're traditionally funded through one panel attorney's budget. If you're interested in having us assist on a case, the following steps are a guide to how things generally work:

Step 1: CJA Appointment

You get appointed to a case. The case has voluminous discovery and it is determined a discovery coordinator should be utilized. CJA funds are available for our services and the work product is available to all appointed attorneys on the case.

Step 2: Consultation/Demonstration with BTG

BTG will ask questions about discovery and provide a demonstration of our services. We are available for one-on-one demonstrations or group demonstrations at everyone's convenience.

Step 3: Attorney Consultation with Case Budgeting Attorney and/or CJA Administrator

Speaking with your CBA and/or CJA Administrator is a great way to see what's available to you and whether BTG would be a practical, cost-conscious fit for your case. We are happy to provide demonstrations and additional information to CBA's and CJA Administrators.

Step 4: BTG Discovery Review and Bid

If you (and co-counsel) are interested in utilizing our services, send us your discovery and we will generate a bid based on our consultations and demonstrations, as well as our discovery review. Our bids are all-inclusive and, barring large, unforeseen discovery disclosures, cover our funding for the life of the case. We're able to generate a bid within three days of receiving discovery. If discovery is unavailable, we can work with you to put our best estimate forward.

Step 5: Bid Submission to the Court

Once you have our bid in-hand, it can be submitted to the court through a funding request or a funding motion. We can help you generate a funding motion. If the judge approves the bid, we will begin work immediately! At the Court's discretion, we can also provide work-products and services to retained attorneys.

*BTG does not charge any fee(s) for consultations, demonstrations, bid-generation, or submission

Ultimately, it is up to the defense attorneys on a case to decide what vendor, if any, they want to utilize. The more attorneys that support our services, the better. In our experience, the Courts are more open to funding a vendor if the majority of attorneys agree that one is necessary. We pride ourselves on our flexibility and we're willing to work with you, your team, and the Court

to make any changes and answer any questions throughout this entire process. We're here to help! If you have any questions, please don't hesitate to ask!

Demonstration: Upon request, Behind the Gavel will provide a demonstration of our work-products. We can make ourselves available at any time to provide this demonstration to you and/or the Court at no additional cost.

Anticipated Timeline: *(Time may vary depending on complexity and volume of discovery)*

Within ~3 weeks of appointment/BTG receipt of discovery attorneys/staff will:

- Be added to our list-serve
- Be invited to participate in conference calls regarding discovery
- Be offered demonstrations and preliminary trainings on our work-products
- Receive their Initial Drive
 - All initial discovery disclosures, converted AV files, re-OCR of all PDF files, and Adobe and dtSearch key word search indexes will be included on the Initial Drive
 - **The Initial Drive will include organized wiretap data (optional)**
- Receive De Novo log-in credentials (**optional**)
 - All initial discovery disclosures, converted AV files, re-OCR of all PDF files, searching, advanced searching, document tagging, note-taking will be made available on De Novo
 - **De Novo will include organized wiretap data (optional)**

Within ~8 weeks of appointment/BTG receipt of discovery you will receive:

- All Phase I work-products (described in Services)
- All Phase II work-products (described in Services)
- Work-product training(s)

For the life of the case, you will receive:

- Continuous training and support
- Continuous access to De Novo (**optional**)
- Continuous updates as/if more discovery is provided