

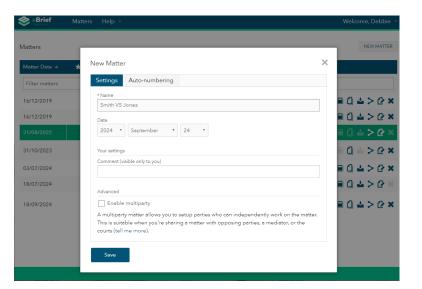
Training Manual for eBrief Ready

1. Creating a Matter

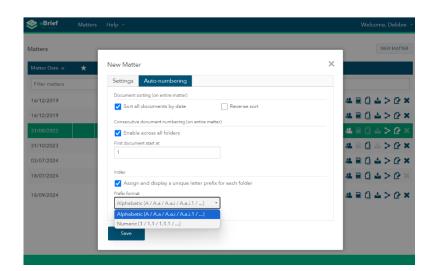
• Navigate to the top right corner and click on "New Matter."



• Enter the name of the matter and create it.



• You can set up features like autonumbering, sorting by date, and assigning multiple parties (e.g., for multi-party matters or mediations).





2. Setting Up Folders

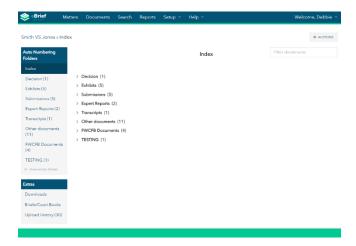
• Once the matter is created, click on the matter, then Setup and select the "Auto Numbering Folders" option.

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- You can create new folders, subfolders, and rearrange them by dragging them into the desired order.
- You can save this folder structure as a default for future matters.

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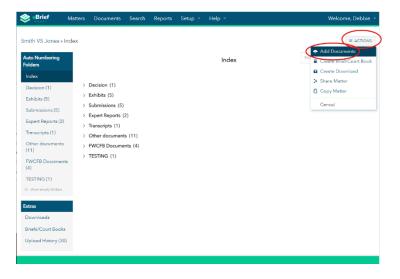
• Only folders used in a matter will be displayed in the folder index.



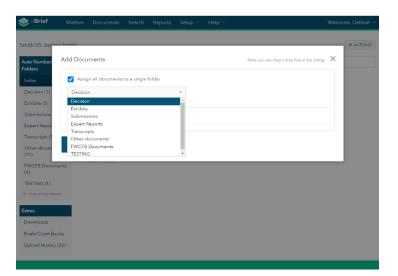


3. Uploading Documents

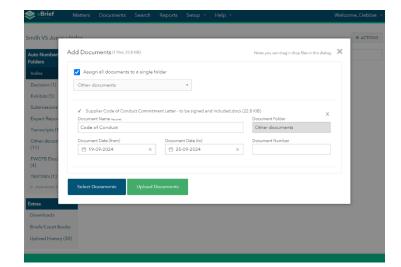
- To upload documents, click on "Actions" and then "Add Documents."
- You can upload various file types (Word, Excel, PDF, etc.), which will be automatically converted to PDF.



• Documents are assigned to a folder and undergo OCR (Optical Character Recognition) for easier searching.



• You can edit document names and dates during or after the upload process.





4. Moving, Copying, and Editing Document Names and Dates

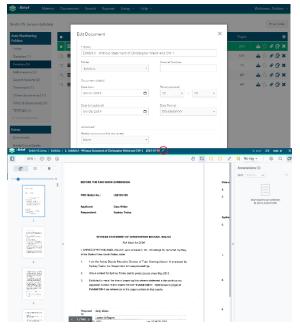
• Documents can be moved, copied, or deleted by dragging them into different folders.

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• To edit document names or dates, click on the document and make the changes directly.

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• You can also update these fields while viewing the document in the system's viewer.

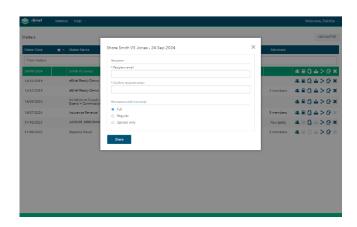


5. Sharing Matters

• To share a matter, click on "Share" and enter the recipient's email address.

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- You can assign different user roles:
 - **Full User**: Can do everything except delete the matter.
 - Regular User: Can search, annotate, and download documents but cannot make structural changes.
 - **Upload Only**: Typically for clients or third-party users like court reporters, who can only upload documents.
- Shared users receive an email notification and can access the matter without needing an eBrief Ready subscription.



Matter Shared
eBrief
Hi
Debbie Amsler (deborah.amsler@legalready.ai) has shared a matter with you on eBrief Ready:
Smith VS Jones View the matter
Please note that only the original recipient of this email will be able to access the matter using the link above.
Kind regards, The eBrief Ready team support@ebriefready.com.au



6. Creating Court Books and Briefs

• Once documents are uploaded and organized, go to "Actions" and select "Create Court Brief."

Auto Numbering Folders	•	Doc # 🔺	Doc Name	Date	Create Brief/Court Book
Index	- =				Create Download
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Exhibits (5) Submissions (5)	□ ■	3	Exhibit 2 - Witness statement of Helen Bellette	24-07-2019	Cancel
Expert Reports (2)	□ ■	4	Exhibit B - Witness Statement of Christopher Walsh and CW-2	05-08-2019	68 📥 🕞 🖉 🔐 🗙
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• You can choose what documents you wish to include in the Court Brief and the system offers advanced options, such as adding an index or starting each document on a new page.

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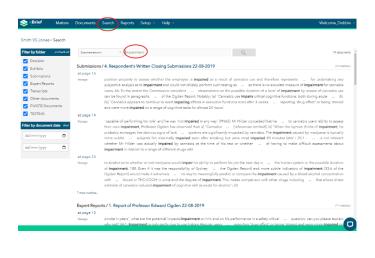
• Once created, the court brief can be downloaded or shared using a link similar to a Dropbox link, allowing recipients to view or download it without needing to log into the system.

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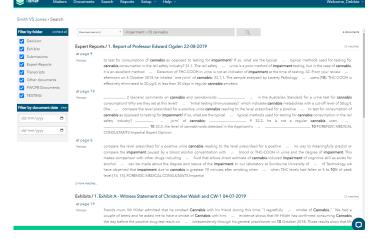


7. Searching and Annotating Documents

- The platform offers powerful search functionality, allowing users to search across all documents using keywords.
- Results show the folder, document name, and page number.



• You can refine searches by date range or specify proximity between keywords.



- The system allows annotation of documents, replicating traditional highlighting and sticky notes but in a digital format.
- Annotations can be private or shared with the team, and tags can be used to organise important sections for cross-examination or other key points.

Brief Matters Documents Search Reports	Setup - Help -		Welcome, Debbie ~	Solth VS Jones / Exhl	sits / 1. Exhibit A - Witness Statement of Christoph	er Walth and CW-1 2019-07-04 Z	
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Cennebis	Tags	0 ×				SUMMARY OF EVIDENCE	C Debble
				12	was in accordance with the Transport Sydney Trains Discipline Procedure.	Laverty Pathology Report (Attachment 7)	Cannabis (Testi
Impairment		@ ×		2-1	ther advision him that the WCU had	 Lawerty Pathology has accreditation to the Standard ASINZS 4308:2008 for drugs of abuse in unite testing. 	E Debka
3024		@ ×		E- 1	illy that he had breached Our Code of sky. The letter outlined one allegation	 On 5 October 2018, Mr Hilder's urine specimen was collected, transported, analysed and reported in accordance with AGAZS 4308:2008. 	Taga
					(Attachment 5) or from the RTBU submitted formal	23. The initial Immunoussay Screen detected Cannabis Metabolites in his specimen.	XIN ()
t as default import default tegs					to allegation. (Attachment 6)	 Further confirmatory leating by Mass Spectrometry determined that the urine specimen provided by Mr Hidder contained THICCOCH 7RugL. The cut off concentration is 15xp1. 	Test results
					a his written response to the allegation don.	25. The drug result of the testing is interpreted as "positive" under Section 5 AS/NZ5 4308:2006.	
					station was reviewed, considered and	Commercial Pathology Drug Testing Control Form (Attachment 9)	Event date
				Table and the second second	(clober 2012 (Attachment 2)	26. At the time of collection on 5 October 2018, Mr Hilder disclosed to the Laverty Pathology collector that he was taking the following medications:	Private
				 Section 2014 Secti) hment 6)	 Twynstar (once each day) with the last dose on 5 October 2018 at 4am. 	Prindle
					ment 7)	Drug and Alcohol – Contemporaneous Notes (Attachment 10)	E Debble
					5 October 2018 (Attachment 9) lober 2018 (Attachment 10)	 The Drug and Akoshol - Contemporaneous Notes Section 1E, Question 1 shows that Mr Hilder had commanced performing rail safety work during his shift. 	Impairment (2
				34	r 2018 2018 (Attachment 11)	28. In Question 2, the rail safety work is described as "Opening Station - Holping Customers".	
					ober 2012 (Attachment 12) 2)	29. The Drug and Alcohol – Contemporaneous Notes Section 28 Question 7 and Question 8 show that Mr Hidder confirmed that he was taking medication at the time the drug and alcohol	
					5, considered and relied upon:	tests were conducted and the medication had been declared to his manager.	
					ionduct) (Attachment 13) nt 14)	Chief Health Officer (CHO) Assessment Sheet: Drugs (Attachment E)	
				and the second second		which is not consistent with the declared medication. It was recommended that he be to removed from rail safety work immediately	
				Belleville.	owing allegation:	Correspondence Submitted from the RBTU all of Mr Hilder (Attachment 6)	
				13	r Service Atlandard for Sedney Trains,	Letter from Mr Hunter, Branch Organisor, R	
					/ 78ug/L (confirmation out off 15ug/L).	21. The letter from Mr Hunter dated 20 November 2018 cutlined the following:	
					slocled for a drug and alcohol lost at	"Mr Hilder submits the Italianing letter explaining his actions and expresses his nemorae. In addition, Mr Hilder submits the following modical report which outlines he was not impaired."	
					eventrie Metabolites. It confirmed the linding of TMCCOON	"Though Mr Hilder admits he had THCCOOH in his system Mr Hilder was not performing any advey values and under no circumstances impared on unade to perform his dubes as a Costomer Benick Alundar at Carendon Station."	
					PAGE 4 OF 13	5 of 254 PAGE 5 OF 13	



8. Reporting and Exporting Reports

• All highlights and annotations can be compiled into reports.

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Impairment Exhibits 1. Exhibit A -	Witness Statem	ent of Christopher	Walsh and CW-1			
				Hilder was not perforn a Attendant at Clarenc	ng any safety duties and under no circumstances	57
RTBU Bran	h Organiser su		ing "Mr Hilder wa	s not performing any	time the testing occurred. The letter from Mr Hunter, afety duties and under no circumstances impaired or	87
Cannabis Exhibits						
at page 15		ent of Christopher		tabolites.	Debbie Amale Cannabis	ər
at page 16 The initial li	mmunoassay Sc	reen detected Can	nabis Metabolites	in his specimen.	Debbie Amsi Connects Texting results	87
					an old friend he had not seen in years. He was invited Ilo to his friends mum. Mr Hilder admitted that he	br

- Reports can be exported into spreadsheets, showing the highlighted text, annotations, and tags and shared or downloaded for further use.
- The system also allows for generating chronologies based on the annotations or document dates.

READY	Matters	Documents	Search	Reports	Setup -	Help -			Welcome, Debb
nith VS Jones	» Reports								
Report By	Annotat	ions Tags			Folders		Sort Order	View Dov	vnload
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Exhibits 1. Exhibit A -	Witness Statem	ent of Christopher	r Walsh and C	CW-1					
. The CHO Assessment Sheet confirmed that Mr Hilder returned a positive drug test result which is not consistent with the declared medication. It was recommended that he be removed from rail safety work immediately.							stent with the	Debbie Amsler	
							XXN	04/09/2024	
								Test results query?	
8/09/2024									
Exhibits									
1. Exhibit A - at page 10	Witness Statem	ent of Christopher	r Walsh and C	CW-1				Debbie Amsler	
								XXN	08/09/2024
at page 15								Debbie Amsler	
An initial dr	ug test returned	a positive readin	g for Cannab	is Metabolite	os.			Cannabis	08/09/2024
at page 16		unoassay Screen detected Cannabis Metabolites in his specimen.						Debbie Amsler	
i ne initial in	nmunoassay Sci	reen detected Car	nnabis Metab	ionites in his s	specimen.			Cennebis	08/09/2024