

**POST GRADUATE DIPLOMA IN LEGAL
PROCESS OUTSOURCING (PGDLPO)**

00292

Term-End Examination

December, 2014

MLEI-008 : VIRTUAL INTELLIGENCE METHODS – II

Time : 2 hours

Maximum Marks : 50

Note : *This paper is divided in to two parts. Part A and Part B. Both the parts are compulsory.*

PART A

All questions are compulsory in this part. Each question carries 2 marks. 10×2=20

Choose the correct answer in the following questions :

1. The Meta data of a document/file refers to
 - (a) Whether the document is a .doc or .pdf
 - (b) When and by whom the document was created
 - (c) When and by whom the document was modified
 - (d) All of the above
2. Document management refers to
 - (a) A method by which files are indexed
 - (b) A method of preserving documents
 - (c) The characteristics of the document
 - (d) A practice by which documents pertaining to a case are organised

3. Produced documents mean
- (a) Documents produced by third party
 - (b) Documents produced by opposite party
 - (c) Documents produced by your client
 - (d) Documents exchanged between client and your attorney
4. After organizing the document in folders, you should
- (a) make an index for the folders, detailing the contents of each folder.
 - (b) arrange the folders alphabetically.
 - (c) index the folder according to size.
 - (d) None of the above
5. 'Third party documents' are
- (a) Documents pertaining to persons wholly unrelated to the present case.
 - (b) Documents pertaining to persons not at a dispute or not a part of the transaction, but may be relevant to the dispute or the transaction.
 - (c) Documents pertaining to another party to the dispute or the transaction.
 - (d) Documents provided by or filed by your client.
6. Image Capture is usually done by using
- (a) Scanners
 - (b) Multi-functional printers
 - (c) Optical Character Recognition Software
 - (d) All of the above

7. An Indian Legal Counsel is allowed to
- (a) practice in India
 - (b) practice in the U.S.A.
 - (c) work in an L.P.O that outsources legal work from the U.S.A.
 - (d) Both (a) and (c)
8. Rule 26(f) of Federal Rules of Civil Procedure directs the parties to
- (a) address any issues relating to E.S.I.
 - (b) identify or produce E.S.I.
 - (c) Both (a) and (b)
 - (d) None of the above
9. The search terms "Rape and Kidnapping" in LexisNexis will yield results
- (a) containing the term 'kidnapping' within 7 terms from the term 'rape'.
 - (b) containing both the terms 'rape' and 'kidnapping'.
 - (c) containing either the term 'rape' or 'kidnapping'.
 - (d) Both (a) and (b)
10. E-discovery refers to
- (a) Element discovery
 - (b) Event discovery
 - (c) Electronic discovery
 - (d) E-mail discovery

PART B

Answer any **three** questions from this part. Each question carries 10 marks. 3×10=30

11. Write a short note on each of the following :
 - (a) Integration
 - (b) Mass storage of a document

 12. Discuss the essential components of work flow with the help of an example.

 13. Discuss the uses of document management system. What are the ethical obligations that a paralegal must keep in mind while creating and operating document management system ?

 14. What is meant by e-discovery ? Discuss the important stages of e-discovery.

 15. Write a note on each of the following :
 - (a) Organising documents
 - (b) Indexing documents
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