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## **E-Discovery Brought to You by Information Technology Group**

Perform early case assessments in days vs. months and lower e-discovery processing, review and analysis costs by up to 80%

Information Technology Group complements its physical records management product offerings with an equally powerful tool for electronic document discovery.

### **Powered by Clearwell: Information technology Group is a Clearwell partner**

Today's law departments handle hundreds of cases each year and need to analyze an enormous volume of electronic data—more than 800 megabytes per employee per year. In addition, the recently amended Federal Rules of Civil Procedures (FRCP) dictate that legal professionals must address legal discovery within days of filing a lawsuit. Thus, rapidly analyzing large amounts of electronically stored information (ESI) to perform early case assessment, quickly culling it down to only the relevant ESI, and performing rapid review are critical tasks in today's litigation process.

The traditional approach to e-discovery is fraught with delays, business risk, and rising costs. The inability to rapidly analyze ESI causes significant delays in case assessments thereby increasing the risk of choosing the wrong strategy. Further, ineffective cull-down of ESI forces far more documents to be processed and reviewed than is necessary, significantly increasing e-discovery costs.

General Counsels, attorneys, and litigation support professionals within medium and large companies and leading law firms have realized immediate and significant value using the Legal e-discovery Solution. The solution's benefits include:

- Significantly lower e-discovery processing costs
- Rapidly perform early case assessments to determine best case strategy
- Quickly and accurately review large volumes of documents in context
- Meet the recently amended FRCP guidelines
- Achieve greater control and visibility across your entire legal e-discovery process
- Enforce consistency across the entire legal team

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*Here's How It Works: By organizing and analyzing electronically stored information (ESI), the software automates and streamlines the legal e-discovery process.*

**Analyze emails, attachments, and documents in minutes: The software is operational in less than 30 minutes,** allowing legal teams to begin their e-discovery process immediately and understand the context of the case across the entire data set. The software analyzes the case data that is identified, preserved, and stored on file shares or dedicated NAS using existing collection methodologies. In addition, it can easily be configured to analyze the data on live data sources (such as archives, Microsoft Exchange Server, etc.), if required.

*Discussion Threads \_Automatically links emails into threads allowing legal professionals to rapidly traverse the life span of an email.*

**Discover exactly who knew what, and when:** The software's Discussion Thread feature links together all related messages including all replies, forwards, CC's and BCC's, and provides a chronological thread of the entire discussion. By walking the thread, legal professionals can quickly identify all participants involved, and determine who knew what, and when.

**Quickly discover the most relevant evidence to your case:** The software's Relevance Rank feature considers the unique properties of documents to return the most relevant information first. The legal electronic discovery solution also automatically removes duplicates and highlights key search terms. This eliminates time-consuming, redundant review of the same content by multiple people. It also ensures that the same document is not produced multiple times, significantly reducing e-Discovery processing costs (which can cost as much as \$1,800 per GB).

*Tagging \_Rapidly tag certain emails, documents, discussion threads, or entire search results to conduct eDiscovery more efficiently*

**Rapidly review and classify documents:** The software's One-Click Tagging capability allows reviewers to quickly tag specific documents, discussion threads, or entire search results as "responsive", "privileged", etc. Attorneys can review documents online and in native format thereby streamlining the legal electronic discovery review process. The solution's secure, role-based access enables legal teams to lock down internal and external reviewers to specific documents associated with a particular case or set of cases.

**Maximum analysis flexibility through advanced search capabilities:** The software's Advanced Search allows legal professionals to search for specific phrases, dates, header information, user groups, locations, tags, and comments. Clearwell provides the flexibility to include text variations such as plurals and alternative verb forms in search results, and also provides exact matching via literal search. Power users can leverage advanced e-discovery features such as wildcard, fuzzy, proximity,

and Boolean searches.

*Export to Native Formats \_Effortlessly export and import native files to 3rd-party e-discovery production tools*

**Easily integrate with e-discovery production tools:** The software's can export all responsive documents for production using 3rd-party e-discovery production tools. Legal teams can export in native formats, password protect the files, preserve folder structures, and export one file for all custodians or individual files for each custodian.

**Track status of all cases, past & present:** The software's e-discovery Reports deliver complete visibility and monitoring of past and present case results. Users can drill-down into each case in order to monitor document review and document classification status.

**Prove process integrity:** The software's tracks every action taken by each legal professional (e.g., login, logout, all searches and query terms, results, tags, print jobs, export jobs, and more) providing a full reproducible audit trail for e-discovery. The software can automatically produce e-discovery activity reports for any case and for any reviewer across any time frame.