

# Corporate services from the trusted e-discovery experts.



Litigation Preparedness Consulting



E-Discovery Strategy Consulting



Technical Consulting Services



Data Gathering



Data Processing, Document Management, Online Review and Document Production

ENSURE PREPAREDNESS | MANAGE COSTS AND RISKS | REASSERT CONTROL



## 5 DATA PROCESSING, ONLINE REVIEW AND DOCUMENT PRODUCTION

### 1 LITIGATION PREPAREDNESS CONSULTING

- > Preparation of a company-wide e-discovery action plan to reduce risk and eliminate unnecessary costs
- > Document retention planning
- > Auditing of existing document retention and destruction protocols
- > Preparation of an appropriate “litigation hold” protocol and review of existing “litigation holds”
- > Compliance review

### 2 E-DISCOVERY STRATEGY CONSULTING

- > Guidance in implementing best practices for electronic document review in litigation, second requests, or other document requests
- > Project management assistance, including coordination of inside and outside legal and technical teams
- > Expert burden analysis and supporting documentation (for cost-sharing or cost-shifting scenarios)
- > Preparation of sample documents, letters and model orders
- > Assistance with preparation for discovery conferences, hearings and depositions

### 3 TECHNICAL CONSULTING SERVICES

- > Technology and systems assessment
- > Forensic analysis of data sets or particular documents
- > Preparation of preventative, customized data-gathering strategies
- > Risk assessment and guidance for preventative maintenance
- > Identification of cost-saving strategies for management of electronic data

### 4 DATA GATHERING

- > Guidance for internal IT resources or on-site, professional assistance to collect data from all computer systems including network servers, desktop PCs, laptops, backup tapes, handheld devices or any other storage medium
- > Cost-effective strategies for identifying, gathering, and preparing only necessary information for review

- > Industry-leading capacity of 7 million pages per day for over 200 file types means documents are processed quickly and efficiently, giving you a strategic advantage in preparing your case
- > Award-winning user interface displays disparate file types in a uniform PDF format for maximum ease and efficiency of review
- > Multi-party and multi-site collaboration facilitated by centralized Web-based repository
- > Production of responsive documents according to your specifications, with automated privilege logs and user-defined custom reporting to suit the needs of the case
- > Litigation document repository for serial litigation or related investigations means documents are collected and processed only once



## Proven electronic discovery strategies

When you work with Applied Discovery, electronic document management and e-discovery strategies become effective components of your company's long-range planning. And the experts at Applied Discovery become an extended part of your team, assisting with the coordination of critical technical and legal processes to help you **ensure preparedness, manage costs and risks, and reassert control.**

### ENSURE PREPAREDNESS

In the world of e-discovery, the single greatest threat to a corporation is being caught unprepared. Knowing how and where to find, search and review your company's electronic data is a critical component of any company's litigation planning.

Effective document management and e-discovery strategies help your company avoid common litigation problems: keeping too much information for too long or inadvertently destroying data that should be retained. Either scenario can lead to extraordinary monetary penalties or other sanctions.

A proven, legally defensible approach to managing your company's digital information is one of the most powerful tools your management team can employ to minimize litigation exposure.

### MANAGE COSTS AND RISKS

Many corporations still view e-discovery as nothing more than an expensive line item appearing in a litigation budget. But the most sophisticated companies are learning that effective document management protocols, early e-discovery planning and effective use of discovery organization and review tools can lead to significant cost savings over traditional methods of doing business.

- > Cost certainty and greater predictability in discovery expenses
- > Managed and targeted data collection to gather all potentially relevant data with minimal business interruption
- > Efficient and cost-effective plans for quickly and accurately narrowing large sets of data for review
- > Coordinated organizational, technical and legal approaches
- > Fast and efficient document review and production to minimize attorney review time

An unsophisticated approach to document management can cost your company hundreds of thousands of dollars in the ordinary course of business, and much more when a document request comes your way. With appropriate e-discovery planning, the cost savings are dramatic.

### REASSERT CONTROL

A preventative approach to e-discovery planning also provides a tremendous strategic advantage in any legal scenario, including litigation, government inquiries, or a merger or acquisition. Rather than scrambling to meet a document request and creating guidelines along the way, you will activate proven e-discovery action plan, confident that you are not missing anything.

An organized e-discovery plan means fewer surprises and the ability to avoid a reactionary approach to litigation or other document requests. It also means less reliance on outside counsel to keep you advised as cases progress. You control how your data is collected and used. A centralized and secure Web-based repository gives you immediate access to view the status of document review and track the progress of individual cases. You need information to make critical decisions—Applied Discovery puts that information at your fingertips.