

E-Discovery Practice

E-DISCOVERY LANDSCAPE

A single lawsuit or government investigation can lead to millions in e-discovery costs. Based on our experience handling viral, crisis matters, we advise clients on what steps they should take before they are hit with a major piece of litigation or subpoena to significantly reduce their future preservation, collection, review and vendor costs. And even if a corporation has not yet had the opportunity to take these steps, our core business is identifying and implementing innovative technology and project management solutions in high stakes litigation or crisis matters to (1) control skyrocketing e-discovery costs; (2) take a mountain of electronically stored information and organize and isolate the most relevant documents; and (3) deliver excellent legal services. The cost savings and results we have achieved are legendary and the simple reason our clients remain our clients.

HOW WE CAN HELP



Information Governance

- Develop litigation readiness plans
- Update email, IM, mobile device and social media policies
- Update retention policies
- Advise on defensible deletion of email, IM and orphaned ESI
- Advise on Office 365 issues
- Gap analysis on ESI issues
- Advise on purchase/migration of legal hold, email and ECA technology
- Manage legal hold technology
- Train IT on preservation or collection process
- Custodian witness training
- Counsel on global-e-discovery issues
- Negotiate e-discovery vendor contracts; review invoices
- Develop processes for third-party discovery requests



E-Discovery Domestic

- Manage legal hold process
- Identify and preserve responsive ESI
- Attend Rule 26(f)s and meet-and-confers
- Conduct collection interviews
- Collect ESI and hard copy documents
- Perform collection oversight and tracking
- Develop and implement search term, sampling or TAR protocols
- Run search terms, TAR, sampling or ECA
- Review documents
- Produce documents
- Prepare and defend privilege logs
- Coordinate and prepare responses to discovery
- Brief/argue discovery issues
- Defend e-discovery practices
- Prepare witnesses on ESI issues



E-Discovery International

- Provide staff and office space for review in Europe and APAC regions
- Establish satellite collection, processing, review and production centers
- Develop and implement foreign data privacy law protocols
- Handle logistics (e.g., ensuring compliance with HR and tax laws, hiring and managing vendors)
- Review foreign-language documents
- Incorporate machine translation software into workflow
- Develop protocols for subject access requests

In some jurisdictions, this may be considered "Attorney Advertising."

CERTIFICATIONS

- Project Management Professional (PMP)
- Certified Information Systems Security Professional (CISSP)
- Certified Information Privacy Professional (CIPP)
- Certified E-Discovery Specialist (CEDS)
- Relativity Certified User
- Certified Information Privacy Professional (CIPP)
- Certified Information Privacy Professional - Europe (CIPP/E)
- Certified Information Privacy Professional - Canada (CIPP/C)
- Certified Information Privacy Professional - Technologist (CIPP/IT)
- EnCase Certified Examiner (EnCE)
- Cellebrite Certified Logical Operator
- Cellebrite Certified Mobile Examiner
- Cellebrite Certified Physical Analyst
- GIAC Certified Advanced Smartphone Forensics (GASF)
- GIAC Certified Forensic Examiner (GCFE)

INDUSTRIES

- Automotive
- Education
- Energy
- Financial Services & FinTech
- Forestry and Paper
- Government
- Healthcare
- Hospitality
- Insurance
- Life Sciences
- Manufacturing
- Private Equity
- Professional Services
- Retail
- Technology
- Transportation

REPRESENTATIVE EXPERIENCE

12.4 million
documents reviewed in 125 matters in 2019

112 million
documents reviewed in 734 matters since 2008

924,000
privilege log entries in 205 matters since 2008

535+
clients served, including some of the world's largest companies

24+
years we have been in continuous operation

0
sanctions have been granted against our clients

FOR MORE INFORMATION, CONTACT:



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