

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.

Our practice has been identified year over year as one of the top e-discovery and information governance practices in the country by *Chambers USA* and *Legal 500*. We are frequently regarded by clients for “hosting a substantial and sought-after team of attorneys” that “regularly undertakes e-discovery management mandates on high-stakes cases and investigations.”

Chambers USA noted that our team is “excellent to work with,” is “customer-focused with a deep bench” and we “always provide top-notch people who always deliver.” Chambers also noted that clients choose our practice for “advice and counsel on strategic questions” and because it is a “very responsive team.”

HOW WE CAN HELP



Information Governance

- Develop litigation readiness plans
- Update policies on email, IM, mobile device, social media, collaborative applications
- Update retention policies
- Advise on defensible deletion
- Advise on Office 365 issues
- Gap analysis on ESI issues
- Advise on purchase/migration of technology
- Manage legal hold technology
- Train IT on preservation/collection
- Custodian witness training
- Counsel on global-e-discovery issues
- Negotiate 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-confer conferences
- Preservation and collection interviews
- Collect ESI and hard copy documents
- Collection oversight and tracking
- Develop and implement ESI protocols
- Run search terms, TAR, sampling and ECA
- Review documents
- Produce documents
- Prepare and defend privilege logs
- Vendor oversight
- Prepare discovery responses
- 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

REPRESENTATIVE CLIENTS

- Capital One
- ConocoPhillips
- Equifax
- General Motors
- Google
- Progressive Insurance
- Purdue Pharma
- Porsche
- Toyota
- UPS

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)

REPRESENTATIVE EXPERIENCE

**12.7
million**
documents reviewed in
153 matters in 2021

**136
million**
documents reviewed in
1,045 matters since 2008

**1.5
million**
privilege log entries in
300 matters since 2008

750+
clients served, including
some of the world's
largest companies

26+
years we have been in
continuous operation

0
sanctions have been
granted against our
clients

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