

# GLOBAL eDISCOVERY & DATA ADVISORY

Providing strategic solutions for eDiscovery



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# Our Approach

eDiscovery is a critical phase of any dispute or investigation. Poor planning and execution can drive up costs and lead to significant time delays.

Integrated within our legal services team, our Global eDiscovery & Data Advisory Group manages the eDiscovery process for our clients. Our strength in consultancy means we can advise on strategy before a technology implementation to deliver a service that is bespoke, scalable and efficient.

Be it a single or multi-jurisdictional case, we bring together the right people, technology and pricing to deliver a truly end-to-end solution.

## How We Can Help



### CONSULTATION

Consult with clients on identification, preservation and collection of data for disputes and regulatory matters across all practice groups.



### VENDOR MANAGEMENT

Engage with and project manage external eDiscovery vendors, as well as negotiate pricing. Engage in the vendor selection process when requested by the client.



### STRATEGY

Strategize on data collection/harvesting to reduce client expenditures on large data volumes.



### DOCUMENT REVIEW

Advise on large-scale document review projects using our in-house managed review service in Belfast and experienced LPO (Legal Process Outsourcing) companies.



### BEST PRACTICES

Maintain best practices for eDiscovery exercises, including selection of appropriate tools based on matter needs.

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# Data Processing Overview

eDiscovery project managers are a critical resource when processing data, ensuring the review yields the most relevant data as well as identifying issues early in the process — all of which helps control costs.

## Project Manager Responsibilities

- Select the best technology and vendor (when necessary)
- Set search terms and advise on how to use wildcards, stemming, proximity searches, Boolean queries, etc.
- Identify size and range of the data set that will be reviewed, including unusual files, mobile data, etc.
- Interview custodians to ensure the keywords accurately return the relevant data.
- Oversee data conversion (when necessary)

## Review Process

Once data is uploaded to a document review platform and key searches are identified and set, the review stage typically involves:



## Key Considerations

### WORKFLOW

Select technology that is customizable in order to yield the best possible results from the document review, e.g., use of analytics to reduce data volumes.

### REPORTS

The ability to report on progress against project milestones, “hit” rate based on search terms, key findings from document review, etc.

### EXPORT

Ensure the user can easily export and produce data to third parties, e.g., regulatory body.

# Why We Use Relativity

Relativity is our preferred global eDiscovery platform. Through our data centers in Chicago, São Paulo, Frankfurt and Hong Kong, it operates in every region where the Firm has a presence. The platform allows our legal team to manage multi-jurisdictional eDiscovery matters – we can also migrate data from other Relativity platforms to ours when needed. The advanced analytics features - included as part of our core service - also allow more efficient searching and review of key documents for production.

## Document Review

- Documents can be reviewed and tagged
- In-depth searching methodology can be applied to identify relevant data
- Batch sets can be created to accommodate reviewers that are part of a large linear review
- Presentation of metadata, tags or other identifying properties can be customized
- Keyword searches can be applied during early case assessment

## Analytics

- Email Threading
- Textual Near Duplicates
- Language Identification
- Analytic Categorization Clustering
- Conceptual Searching
- Keyword Expansion
- Similar Document Detection

## Key Benefits



### SUPPORT

Our project managers, as well as many of the paralegals across the Firm, are trained Relativity administrators. The Relativity platform is hosted on the Firm's infrastructure and monitored by Network Operations Centers in Chicago, São Paulo, Frankfurt and Hong Kong.



### ACCESS

Relativity is a web-based tool which is compatible with Internet Explorer, as well as other browsers and Apple computers. Relativity is securely accessible across our global network and via the internet.



### TRAINING

Online Relativity training is provided as needed. There are also on-demand tutorials via Relativity's website.



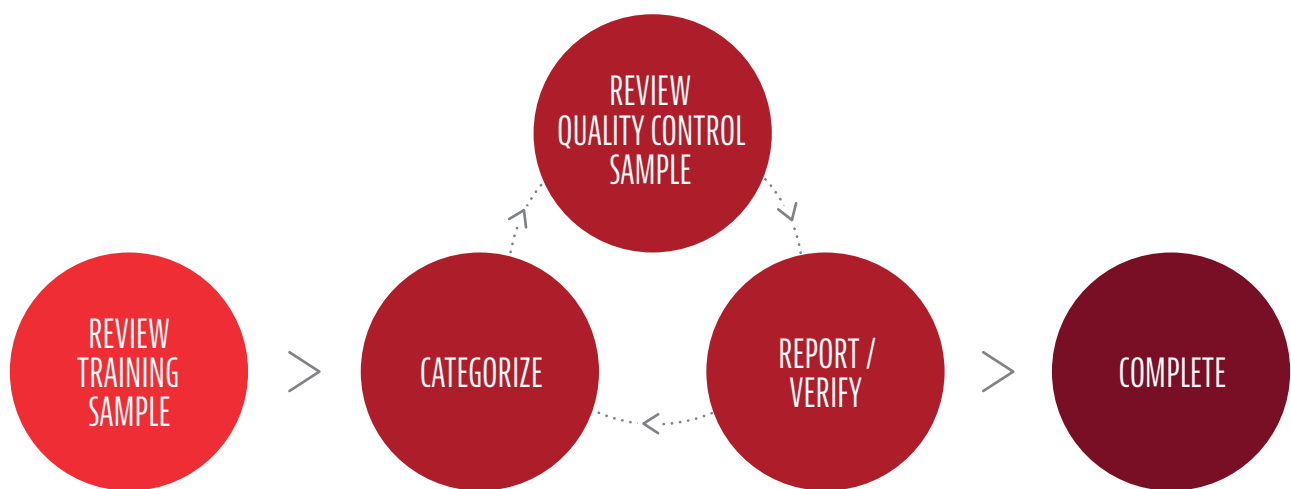
### SECURITY

Relativity environment is also audited annually by our security team to ensure it complies with our clients' security concerns and standards.

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# Technology-Assisted Review (TAR)

TAR uses an iterative process to group and code documents. The process takes a small group of manually-coded documents and treats them as a representation of the entire document set. Based on the text in that group of documents, TAR categorizes all the documents in the data set.



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Identify a sample group of documents in the data set to train the system; reviewers review this training sample group.

Submit the training sample documents to the system in order to categorize the entire data set; each document in the set is categorized based on the closest example document.\*

Quality Control the process by reviewing a set of sample documents categorized by the system.

Analyze progress using the Assisted Review reports and verify whether the process is complete or if another iteration is needed.

Goal is reached – continue to the next phase of review.

\* You might repeat the first two steps until the system has categorized a certain desired percentage of documents.

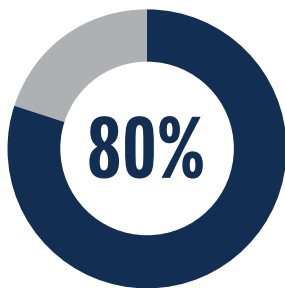
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# Case Studies

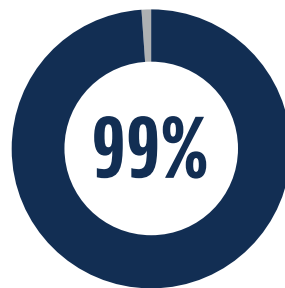
## Technology-Assisted Review (Machine Learning)

Using TAR to review 650,000 documents, which would take 10 contract reviewers 13,000 hours and cost USD 1,170,000 at USD 90/hour.

**Documents coded  
after first review:**



**Successful categorization  
rate with human agreement:**



**Total cost savings  
for client:**



## Technology-Assisted Review (Machine Learning)

Reviewing a set of 227,118 documents (keyword searched, deduplicated, date culled) within three months would take 10 contract reviewers 4,600 hours (12 weeks) and cost USD 414,000 at USD 90/hour.



**3,000** Documents were reviewed  
overnight by 10 individuals.

A sampling of the remaining population was undertaken at different points in the review to determine if further review was required. Using TAR and Continuous Active Learning allowed us to reduce reviewer resource and compress the original timeline.

**Total cost for eDiscovery:**

**< USD 250,000**

**Project completed  
in only 6 weeks**



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# Case Studies

## Email Duplicate Spare Tool

### Challenge

Allowing for **deduplication across two platforms** (eVault and Proofpoint) as well as any documents that made it past the custom deduplication process after a client changed email repository software mid-collection.

### Action

Created a custom deduplication workflow that identified **one million documents** missed through standard deduplication that didn't have to be reviewed.

### Result

**USD 2.5 million**

Total cost savings for client

## Multi-Jurisdictional Investigation

### Challenge

Processing and searching over **5TB of custodial and non-custodial data** against tight deadlines imposed by clients and regulators on a high-profile case featuring an investigation team spread across multiple time zones.

### Action

Used a combination of complex search terms and Relativity analytics to achieve a **99% reduction** in number of searchable documents (from 15.4 million to 170,000).

### Result

**USD 2.9 million**

Total cost savings for client

## Data Subject Access Request (DSAR)

### Challenge

Reviewing documents for personal identification, privilege or confidential business information in a **two-week deadline**. The majority of documents required thorough redactions to comply with data protection regulations.

### Action

Developed a **bespoke DSAR workflow** using the Relativity analytics functions to group similar documents together, identify emails which could be omitted from the review, and ensure duplicative content was not reviewed again.

### Result



Successfully reduced review time and minimized costs

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