

Applied Discovery®

A complete electronic discovery service offering.



Consulting



Data Gathering



Media Restoration



Data Processing



Online Review



Document Production & Reporting



WHEN YOU WORK WITH APPLIED DISCOVERY, YOU HAVE THE ASSISTANCE OF AN ELECTRONIC DISCOVERY EXPERT EVERY STEP OF THE WAY.

5 ONLINE REVIEW

1 CONSULTING

> Expert technical and litigation preparedness consulting services required to navigate electronic discovery issues related to potential litigation or a government investigation, including:

- secure, comprehensive, and custom data-gathering strategies,
- corporate technology assessment and burden analysis,
- document review management strategies,
- preparation for case conferences and examinations for discovery.

2 DATA GATHERING

> Guidance for internal IT resources or on-site, professional assistance to collect data from clients' computers, including network servers, desktop PCs, laptops, backup tapes, handheld devices, and any other storage medium.

> Cost-effective strategies for identifying, gathering, and preparing only necessary information for review.

3 MEDIA RESTORATION

> Retrieval of information from backup tapes or legacy systems, from standard email and word processing programs to arcane systems and uncommon file types.

> Proven, cost-effective strategies for narrowing the set of potentially relevant documents.

4 DATA PROCESSING

> Electronic documents processed in industry-standard PDF format, with complete text and meta data preserved and indexed for search accuracy — no need for multiple software packages to review different kinds of documents.

> Industry-leading capacity of 7 million pages per day, so documents are available for review in days, not weeks or months.

> Flexibility to process more than 200 electronic file types from a variety of storage media.

> Access to real-time status reports during data processing phase allowing unparalleled ability to track release progress by custodian or media type.

> Key capabilities include annotations; redaction; customizable document folders; and automated Bates numbering and document branding.

> Sophisticated search functionality to enable logical review of documents with numerous ways of searching and sorting the complete set of documents in the manner most useful to your case:

- within the context of an email conversation — with email messages and attachments displayed in “parent-child” context;
- sorted by meta data characteristics such as original author, address field (including to, from, cc, and bcc), date created, or document custodian.

> An intuitive interface with “point and click” functionality, enabling even the least technical lawyer to become an electronic discovery pro with less than an hour of training.

> Multi-party or multi-site collaboration with access to comprehensive web-based repository.

> No hardware or software to purchase — any authorized user can review discovery documents with just a PC and an Internet connection.

> State-of-the-art security, including 128-bit SSL encryption with digital certificates, redundant managed firewalls, and advanced intrusion detection systems.

> Advanced case administration features such as assignment of functional access rights, creating usernames and passwords, reports, and a wide variety of case management options and review rules.

> Ability to review select file types in native format to reveal particular areas of interest, such as formulas in Microsoft® Excel® spreadsheets and embedded comments in Microsoft® Word documents.

> Extensive duplicate document management options to ensure consistent coding and increase reviewer productivity by an average of 25 percent.

6 DOCUMENT PRODUCTION & REPORTING

> Production of relevant documents according to your specifications — in electronic or paper format:

- files copied to disk;
- files transmitted via an FTP site;
- files exported for use with desktop litigation support systems;
- select file types produced in their native formats;
- printed copies of electronic documents.

> Create custom document schedules or other cross-reference reports to suit the needs of your case.



For information about Applied Discovery, please contact Wendy Cole at wendy.cole@lexisnexis.ca or 1-800-668-6481.

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Electronic discovery by lawyers, for lawyers.

Applied Discovery's Online Review application is the centerpiece of our service. Designed with our team of former practising litigators, our software focuses on the elements of document review that are most important in your work. In fact, we've interviewed hundreds of litigators in the past few years to ensure that the features and functionality of our Online Review application meet the needs of your cases.

Combining the industry's leading technology with the most comprehensive functionality means you can follow the discovery process you already know, while benefiting from the advantages of superior review tools.

Applied Discovery provides a comprehensive document review approach that is significantly less expensive than alternative methods of processing electronic data for review in litigation (including manual paper review processes and traditional "scanning and coding" services).

When you see how easy it is, you'll wonder how you ever managed discovery any other way.



Discovery Process

Review team assesses universe of documents to be reviewed.

Review team narrows the set of potentially relevant documents.

Review team analyzes relevant documents and redacts privileged information.

Review team sorts and categorizes relevant documents.

Review team prepares document schedules and documents for production.



Applied Discovery Online Review Functionality

REVIEW SUMMARY

View a snapshot of the total number of documents from each custodian. Document classifications such as "reviewed" or "privileged" are updated automatically on the summary screens.

Lawyers managing the project always have automated, case-at-a-glance updates of the progress of document review.

SOPHISTICATED SEARCHING

Search any volume of documents — from a few thousand to tens of millions — quickly and accurately. Use keyword searches and Boolean operators to narrow the data set to only potentially relevant documents. Sort documents by custodian, show "parent-child relationships" between emails and attachments, and use a variety of other "smart" processes to benefit from analyzing the documents in the most efficient manner.

ORIGINAL DOCUMENT CHARACTERISTICS PRESERVED

View the documents as they originally appeared on your clients' computers. Documents are displayed in uniform PDF format. Unlike HTML, which can significantly alter the format of document text, PDF preserves all fonts, margins, colors, and other document formatting attributes. Unlike TIFF, which is just an image of the face of a document, PDF preserves all document text and meta data. PDF also enables complete redaction — not an overlay — of sensitive information.

CUSTOM COLLECTIONS

Categorize documents in user-defined collections or "virtual folders" with one click. A single document may reside in multiple collections, and multiple documents can be placed into a single collection with one click from the search results screen.

FLEXIBLE DOCUMENT PRODUCTION & REPORTING OPTIONS

Bates number and mark documents from one easy interface. Flexible production options include exporting documents to CD or other media, or printing paper copies.



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