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EYE ON EDISCOVERY



Greetings!

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Welcome to the Fall 2008 edition of *EYE ON EDISCOVERY*. The goal of this newsletter is to keep you current on industry developments as well as what is new here at eClariss. In this edition we highlight some of the features that our new 100 servers can accomplish for the eDiscovery customer. Please view the article below for more information. We sincerely hope that you find this issue of our *EYE ON EDISCOVERY* newsletter both informative and enjoyable.

— The eClariss Team

eClariss Adds 100 Servers To Boost Data Processing Capacity

eClariss recently announced the acquisition of 100 additional servers to dramatically boost its high speed data processing capabilities. This purchase allows eClariss to increase its throughput from 100 to 500 gigabytes per day while deploying top-notch servers which effortlessly run in UNIX, Linux and Windows environments. By procuring these 100 new servers eClariss has demonstrated its commitment to providing its clients with cutting edge technologies at an affordable price.

These servers enable eClariss to better serve their data processing needs by increasing the sheer quantity of data

that they can process and reducing the overall project turn-around time. eClariss' customers consequently realize a cost savings from the processing standpoint because the total cost of CPU rotations is decreased. The high speed data processing capabilities include: ESI processing, auto coding, backup tape restoration, de-duplication, high speed OCR and TIFF conversion.

eClariss' new servers are configured to neutralize thermal data processing challenges and are able to achieve twice the density while allowing for more effective cooling approaches via a central air plenum system.



Document Review Best Practices and Strategies

To boost document review output quality here are 5 recommended best practices to help minimize, and hopefully eradicate, sloppy document review.

These suggestions are merely guidelines and are not intended to be legal advice as there may be additional and/or different steps that your business should take.

Select the Right Technology. Having a good document review tool is essential for automating document review decisions and workflow, and more importantly, preventing critical mistakes. Among many other abilities, this document review tool should offer the option to group together similar types of documents automatically. These features will help keep inconsistent calls to a minimum and allow for more effective decision making. Having seamless technology will allow you to catch as many erroneous document review calls as possible.

Execute Meaningful Quality Control Protocols. The beginning weeks of a document review is a vital time to evaluate the performance of your document review team when it comes to accuracy and consistency. During this time please encourage your document reviewers to ask lots of questions on key case issues. Communicate your feedback to your team as a group to make sure that same questions are not addresses over and over.

Maximize Orientation. Get the most out of your orientation session. Introduce your document reviewers to each other and to the matter at hand. Should there be reviewers who are not well acquainted with the case, spend some extra time with them to ensure that they are brought up

to date on the relevant issues. At the orientation, make it a point to work through many sample scenarios and remember to tape the session so that it can be given to reviewers who join later on in the process.

Document the Process. Make sure that your document review project manual is as through and easy to navigate as possible. Key contents to include: a list of the reviewers; organizational charts; a copy of the complaint; important data on the matter at hand; and other miscellaneous information as needed. Be sure to update your manual with new entries as appropriate

Map Out the Workflow. After assessing the central objectives of the document review, it is vital to compose a diagram of how the workflow should occur. Items that should be addressed are whether there will be a second-pass document review, how to identify information needed for depositions and if responsive documents will be transferred to upper-level reviewers. Once this map is created it should be shared with all relevant members of your document review team.

The aforementioned best practices, truth be told, do indeed require a good deal of planning and effort to properly implement. Nonetheless the results are significant as they could make or break your case. Incorrect document review decisions can be reduced and eliminated with some careful management and coordination. As a result your team will reap the rewards of a defensible and successful outcome that lowers risk and overall costs of the project to the bare minimum.

“After assessing the central objectives of the document review, it is vital to compose a diagram of how the workflow should occur. Items that should be addressed are whether there will be a second-pass document review, how to identify information needed for depositions and if responsive documents will be transferred to upper-level reviewers. “

-M. Swarz

The Need for Speed: A Glimpse into the Future of Discovery

Suppose your business is involved in *bet-the-company* litigation and you are aware of critical electronically stored information (ESI) that would help your case. Would you rather receive that data in one hour or one day? Until just recently that choice was not available, and this need for speed, especially when investor dollars are at stake, has kept re-discovery providers awake at night contemplating a solution.

The re-discovery process is still relatively new to most companies and law firms,

but even novices agree a one-size-fits-all solution is not practical..

Most lawyers admit they do not understand the technology necessary to move data from electronic storage into viewable formats, but most would agree that simply printing out boxes and boxes of documents is too costly and too inefficient.

(Read the full article in September 2008 edition of Computer Technology Review or, [click here.](#))

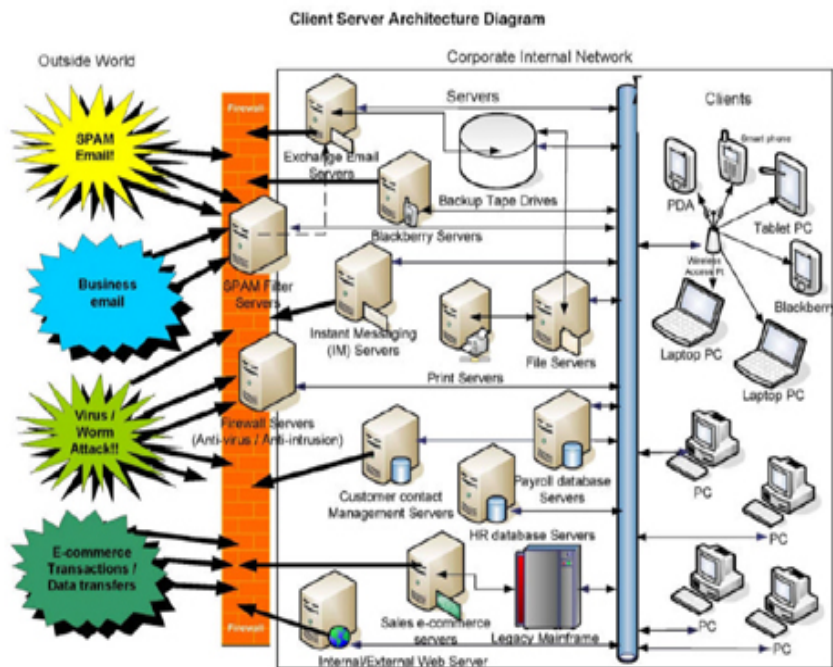


How To Create A Winning eDiscovery Data Map

These suggestions are merely guidelines and are not intended to be legal advice as there may be additional and/or different steps that your business should take.

1. Be Proactive When Creating Your Data Map
2. Investigate All Technical Data Resources
3. Work Together With Key Personnel To Obtain Data
4. Focus On The Potentially Relevant Information
5. Make Your Data Map Flexible
6. Make A Check List To Document Data Architecture
7. Use Knowledge Obtained From The Data To Your Advantage
8. Know The Data Awareness Level Of Your Multiple Audiences
9. Collaborate With All Knowledgeable Individuals
10. Keep Your Data Map Current

Creating an effective eDiscovery data map will allow you to be able to zone in on the required details needed for capturing potentially relevant electronic evidence. Below is are some categories of information that helps in effectively devising a data map.



Microsoft submission to Federal Rules Committee

Recent / Upcoming eClaris Events

- October 13, 2008**, Orange County Trial Lawyers Golf Tournament
- October 18, 2008**, ARMA—Upland/Inland Empire eDiscovery Seminar
- November 4, 2008**, Orange County Women Lawyers eDiscovery Seminar
- November 6, 2008**, eClaris Inaugural eDiscovery Procurement Seminar
- November 19, 2008**, Orange County Patent Lawyers eDiscovery Seminar
- November 20, 2008**, San Francisco Trial Lawyers eDiscovery Webinar
- December 2, 2008**, Association of Business Trial Lawyers—Northern California Dinner
- December 4-5, 2008**, Association of Defense Counsel of Northern California and Nevada Annual Meeting
- December 9, 2008**, ISACA Orange County eDiscovery Seminar
- December 11, 2008**, Pasadena Bar Association Holiday Party
- January 22, 2009**, Women Lawyer Association of Los Angeles Litigators Forum



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Classify



Process



Review

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About eClaris

eClaris is a dynamic eDiscovery firm dedicated to helping law firms and corporations classify process and review electronically stored information. As a leading provider of eDiscovery services since 2004, eClaris combines top-notch legal expertise with latest in scalable technology to provide clients with cost effective, accurate and accessible data in a timely fashion. eClaris' revolutionary new web portal- www.eclaris.com – allows clients to initiate, manage and track their eDiscovery efforts at all hours of the day from an Internet connection via a web browser . eClaris is a privately held company. For more information, visit www.eclaris.com or call 213.623.1620.

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