



# Legal Hold

Fully integrated with early case assessment tools and online e-Discovery management



**TotalDiscovery.com Legal Hold** provides corporations and law firms with an integrated, simple-to-use solution that eases the burdens of legal hold management, with no software to install or hardware to purchase. Within minutes, a new Legal Hold can be created and distributed, complete with acknowledgement tracking, automated reminders and detailed audit reporting. Miscommunications and confusion over preservation obligations can result in the loss of relevant documents and lead to avoidable legal costs, adverse judgments and sanctions. Organizations without a defensible legal hold solution substantially increase those risks. Manually tracking emails or written memorandums with spreadsheets and similar methods often results in unintentional oversights, further confusion, and productivity costs. With TotalDiscovery.com Legal Hold, organizations can quickly and easily manage the Legal Hold process in a secure, defensible and cost-effective manner.

## STANDARD FEATURES:

- CENTRALIZED WEB-BASED MANAGEMENT
- FLEXIBLE LEGAL HOLD NOTICES
- TRACKS RECIPIENT ACKNOWLEDGEMENTS
- AUTO ACKNOWLEDGEMENT REMINDERS
- AUTO ROUTINE REMINDERS
- EASILY UPDATE LEGAL HOLD RECIPIENTS
- EASILY ADD LEGAL HOLD RECIPIENTS
- CENTRALIZED CONTROL PANEL
- DETAILED AUDIT REPORTS
- QUICK HOLD RELEASES

## INTEGRATED SOLUTION

TotalDiscovery.com Legal Hold is fully integrated with its Data Profiler™ and DiscoveryBOT™ features for early case assessment and forensically sound identification, preservation and collection of electronically stored information. TotalDiscovery.com provides your organization with the ability to identify, understand and preserve data from across the enterprise to better prepare and more quickly and accurately respond in legal and regulatory matters.

## FLEXIBLE, SIMPLE NOTICE CREATION

TotalDiscovery.com Legal Hold gives you complete control over the content and format of your Legal Hold Notice. You decide who gets the notice, whether the notice is contained in the email itself or attached, and when reminders should be sent.

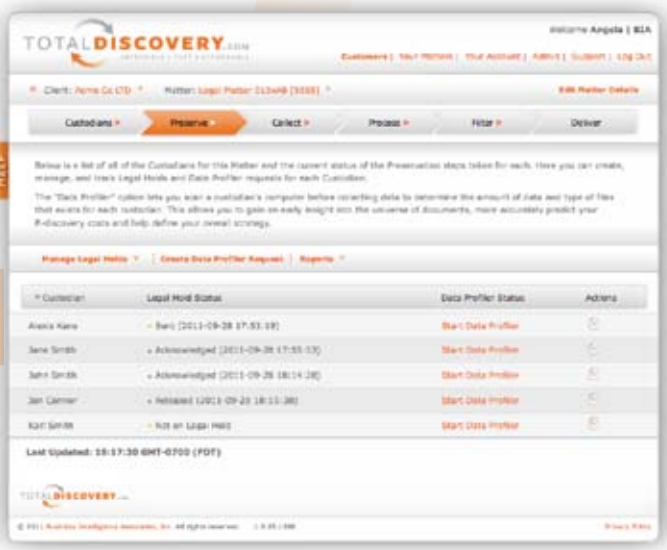
## AUTOMATED REMINDERS

Courts have made it clear that simply sending a legal hold notice, does not meet a reasonable standard. A party not only needs to identify potential custodians and provide them with a legal hold notice, but must also ensure that the custodian receives and acknowledges those obligations, as well as receives routine reminders of those obligations. With TotalDiscovery.com Legal Hold, meeting those requirements takes a few simple clicks.



## CENTRALIZED CONTROL PANEL

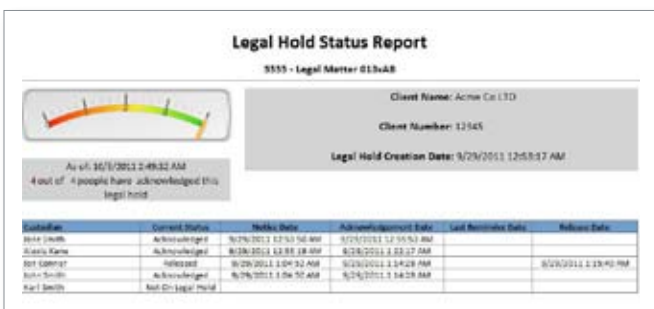
Monitor the current status of recipients of a Legal Hold notice from a single, unified control panel. See which recipients have been sent a notice, when that notice was sent, and whether the recipients have acknowledged the Legal Hold Notice obligations.



From the same screen, initiate Data Profiler™ requests to start your Early Case Assessment process. At no cost, get an insight into the types and amounts of data each potential custodian has in their individual data collections.

## SIMPLIFIED REPORTS

Users can quickly access clear, concise reports that provide a comprehensive overview of the current Legal Hold status.



For additional information, please contact us at:  
1-877-796-6898 or sales@totaldiscovery.com

## STANDARD FEATURES

### FLEXIBLE LEGAL HOLD NOTICES.

COMPLETE FREEDOM TO CREATE YOUR LEGAL HOLD NOTICES WITH NO LIMITATIONS ON LENGTH, ATTACHMENTS OR NUMBER OF RECIPIENTS.

### LEGAL HOLD ACKNOWLEDGEMENTS.

CUSTODIANS ARE PROMPTED TO ACKNOWLEDGE THEIR LEGAL HOLD OBLIGATIONS WITH A SINGLE CLICK.

### AUTOMATIC ACKNOWLEDGEMENT REMINDERS.

QUICKLY AND EASILY SET UP AUTOMATED EMAILS TO RECIPIENTS WHO HAVE NOT YET ACKNOWLEDGED THE LEGAL HOLD NOTICE.

### AUTOMATIC ROUTINE REMINDERS.

EASILY COMPLY WITH BEST PRACTICES BY SENDING AUTOMATIC ROUTINE REMINDERS TO LEGAL HOLD RECIPIENTS.

### EASILY UPDATE LEGAL HOLD RECIPIENTS.

ADD NEW RECIPIENTS TO AN EXISTING LEGAL HOLD.

### CENTRALIZED CONTROL PANEL.

INSTANTLY SEE THE STATUS OF ALL LEGAL HOLD RECIPIENTS, COLOR CODED FOR EASY READING.

### DETAILED REPORTING.

DOWNLOAD A SIMPLE, COMPREHENSIVE REPORT SHOWING ALL THE ESSENTIAL ELEMENTS, CURRENT STATUS AND IMPORTANT DATES FOR EACH CUSTODIAN WITH A SINGLE CLICK.

### QUICK HOLD RELEASES.

QUICKLY AND EASILY SEND LEGAL HOLD RELEASE NOTIFICATIONS TO SOME OR ALL RECIPIENTS WITH A FEW CLICKS.

## SPECIFICATIONS

COMPATIBLE WITH THE FOLLOWING:

- ▶ Internet Explorer 7.0 and above
- ▶ Google Chrome (all versions)
- ▶ Firefox 4.0 and above
- ▶ Safari (all versions)
- ▶ Many other popular browsers.

ENCRYPTION: All custodian data is encrypted with AES 256 bit encryption.