

Automated Legal Hold and Collection

*Integrated Legal Hold, Collection
and ECA Technology*

Simplify Legal Hold Processes with a Seamless Hosted Platform

Legal holds can be painful and difficult for legal and IT teams to manage—especially when using spreadsheets or email that can lead to costly mistakes.



Protect the Enterprise

- Eliminate costly mistakes
- Use defensible technology and workflow
- Prevent sanctions



Increase Efficiency

- Automate manual tasks
- Save legal and IT time
- Create consistent and repeatable workflow



Reduce Costs

- Flat-fee licenses
- Eliminate major IT costs
- Gain budget predictability

One Platform to Manage Discovery Compliance

To comply with legal hold obligations, many legal and IT departments are using time-intensive manual processes that rely on spreadsheets and emails. TotalDiscovery is a defensible alternative, delivering a cloud-based, powerful yet easy-to-use and highly secure platform to reduce the complexity and pain of legal holds, data collection, data preservation and ECA.

Purpose-built with one core focus—to drive efficient processes with low, predictable costs.

Issue and Track Legal Holds and Preservation Tasks in Minutes

TotalDiscovery automates many of the key and interrelated mechanics of defensible preservation and discovery processes using IT automation managed by expert workflows. Legal holds are created and distributed in minutes, complete with acknowledgement tracking, automated reminders, detailed reporting, and automated enterprise triggers for IT task-suspension.

Proven, Defensible Technology and Workflows

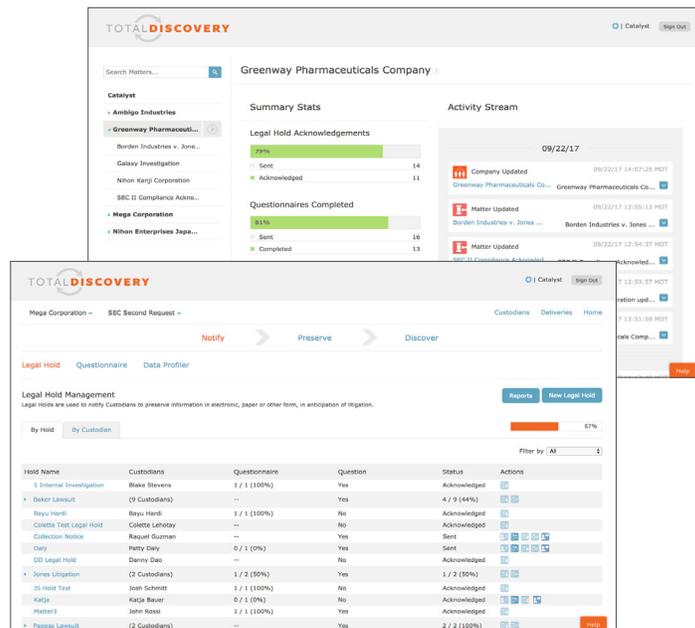
For more than a decade, organizations of all sizes have used TotalDiscovery to collect and process petabytes of data from tens of thousands of custodians dispersed across more than 45 countries and six continents. Our time-tested technology and expert workflows ensure defensibility.

Cloud-Based Access

Hosted securely in the cloud, TotalDiscovery can be deployed in minutes, with no hardware or software to purchase, install, manage and maintain. Legal and IT teams can access the platform and all functionality 24/7—including advanced features such as enterprise system connectivity.

For All Your Matters

TotalDiscovery is for cases of all sizes, large or small, from a few custodians to thousands.



Civil Actions

Use smart preservation and efficient processes to reduce discovery costs and risks.



Regulatory Requests

Rapidly respond to federal, state and international regulatory requests.



Internal Investigations

Gain early insight into internal issues before they become serious legal problems.



Labor & Employment

Manage the stressful volume and rapid pace of HR matters, preserving evidence efficiently.

Purpose-Built to Protect Your Company and Reduce Costs

Manage your legal hold, collection, data preservation, discovery and compliance obligations with proven expert workflows, automated processes and defensible triggers and tasks—while being more efficient and cost-effective.

Legal Hold Management

Send and track notifications, set automated reminders and meet legal hold requirements consistently.

IT System Integration

Connect with internal email and HR systems to select custodians from different departments or locations.

Employee Questionnaires

Notify and survey key employees to gather important information and identify relevant data sources and documents.

Direct Collection

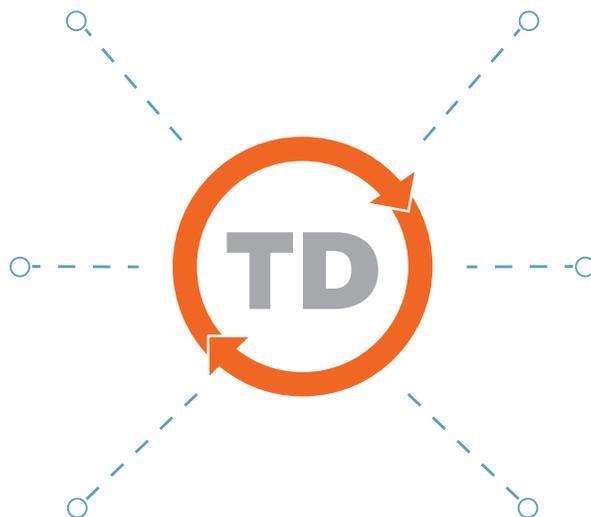
Collect from custodians located across the globe or directly from enterprise mail, drives or storage networks.

Processing & Search

Search for relevant documents by text and fields after data is automatically processed, loaded and indexed.

Promote or Preserve

Promote relevant documents for review and production or archive them in a low-cost preservation repository until needed.



All-in-One Integrated Features

Legal Holds and Custodian Questionnaires

Create legal holds and distribute custodian questionnaires in minutes, complete with acknowledgement tracking, automated reminders and detailed reporting.

Data Insight Before Collection

TotalDiscovery's Data Profiler solves a common quandary—how to accurately plan and budget for discovery at the outset. Data Profiler presents a simple, streamlined way to gather accurate information about the size and type of custodian data.

Data Filtering, Analysis, Culling and Search

Collected data is sorted into common file type groups. Groups of most interest can then be selected for analysis, culling and searching using filtering by custodians file types and dates and full Boolean search terms and phrases. Unwanted data can be set aside from the outset, speeding the overall process to get the most crucial data to the review team as quickly as possible.



Processing and Promotion for Review

TotalDiscovery provides full discovery processing (at no extra charge) and supports delivery of collected data to nearly every review tool available. With over 120 metadata fields available, each fully customizable to the field names required, the options on deliveries are numerous. Simply select the data to be delivered, set delivery options, and TotalDiscovery prepares the data for encrypted download.

Defensible Reports and Auditing

TotalDiscovery tracks every step taken from initial notices through closing the legal hold. Monitor responses and reminders using TotalDiscovery's dashboard, and download survey results, collection reports or promotion information. Audit trails at every point in the process help ensure defensibility and allow you to resurrect hold efforts—even years later when memories fade or key employees have departed. Specialized and custom reports can be designed to meet your particular needs.

Remote Data Collection with DiscoveryBOT®

DiscoveryBOT is a forensically sound alternative to hard drive imaging. Remotely collect from desktops, servers, email, SharePoint, Salesforce.com, social media, cloud applications and more. DiscoveryBOT can be deployed in minutes, with no hardware to purchase or software to install. Key features include:

- **Centralized Web-Based Management:** TotalDiscovery provides a unified, centralized online console that is shared by the entire team. The dashboard provides real-time, comprehensive status on each phase of discovery, updated every few seconds, ensuring that the entire team has the most complete, accurate and timely information available.
- **Direct Connectors to Enterprise Systems:** TotalDiscovery connects to many different corporate systems to make issuing and tracking hold notices easier and more reliable. Set-up is easy. There are no agents to install or manage, nor is any technical expertise required.
- **Live Status Monitoring of Collections:** The TotalDiscovery dashboard provides an up-to-the-minute live status of each collection process. The status even shows an estimated time for completion of each data collection process.
- **Detailed Audit Trail Reporting:** Comprehensive reporting, both on an individual custodian and across all custodians, enables the legal team to better understand data collected and plan next steps. Reports are updated in real time, track chain-of-custody, and show which files and folders the custodian identified during the collection process.

CONTACT US TODAY *for Your Legal Hold & Preservation Needs*



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