

# Clearwell Legal E-Discovery Solution

## THE BENEFITS:

General Counsels, attorneys, and litigation support professionals within enterprises and leading law firms have realized immediate and significant value by using the Clearwell E-Discovery Platform to:

- Accelerate Early Case Assessments to determine best case strategy
- Better prepare for the keyword negotiation during the Meet & Confer
- Lower processing costs and time by up to 80%
- Quickly and accurately review large volumes of data in context
- Meet court appointed and FRCP guidelines
- Gain control and visibility across the entire e-discovery process

**The Challenge:** Months delay in ascertaining case facts and determining case strategy, high cost of e-discovery.

Today's enterprises and law firms handle hundreds of cases each year and need to analyze an enormous volume of electronic data—more than 800 megabytes per employee per year<sup>1</sup>. In addition, the amended Federal Rules of Civil Procedures (FRCP) dictate that legal professionals must address e-discovery within days of filing a lawsuit. Thus, rapidly analyzing large amounts of electronically stored information (ESI) to perform early case assessment, quickly culling the data down to only the relevant ESI, and performing rapid review are critical tasks in today's litigation process.

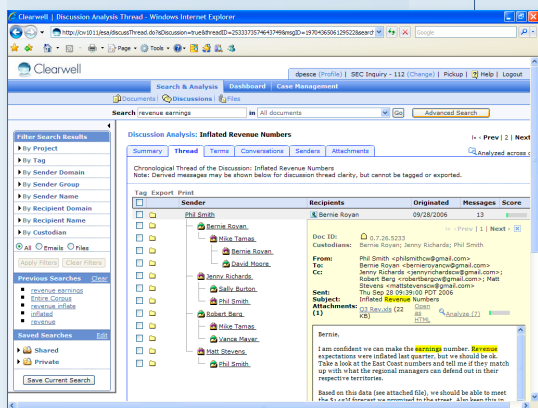
The traditional approach to e-discovery is fraught with delays, business risk, and rising costs. The inability to rapidly analyze ESI causes significant delays in case assessments thereby increasing the risk of choosing the wrong strategy. Further, ineffective cull-down of ESI forces far more documents to be processed and reviewed than is necessary, significantly increasing e-discovery costs.

## The Solution: The Clearwell E-Discovery Platform<sup>®</sup>

By organizing and analyzing ESI, the Clearwell E-Discovery Platform automates and streamlines the e-discovery process. Key capabilities of the Clearwell E-Discovery Platform include:

**Analyze emails, attachments, and documents in minutes:** Clearwell is operational in less than 25 minutes, allowing legal teams to begin their e-discovery process immediately and understand the context of the case across the entire data set. Clearwell rapidly processes the case data that is identified, preserved, and stored on file shares or dedicated NAS using existing collection methodologies. In addition, Clearwell can easily be configured to analyze the data on live data sources (such as archives, Microsoft Exchange Server, etc.), if required.

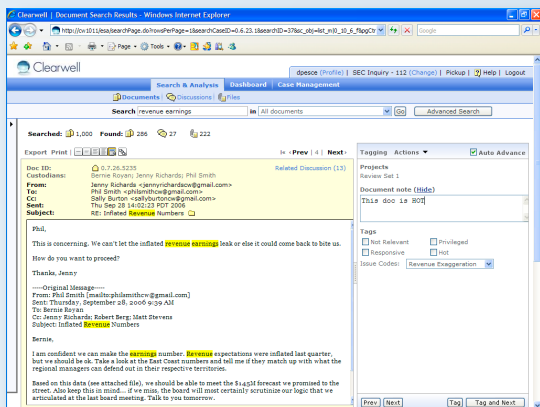
**Discover exactly who knew what, and when:** Clearwell's Discussion Thread feature links together all related messages including all replies, forwards, CC's and BCC's, and provides a chronological thread of the entire discussion. By tracing the thread, legal professionals can quickly identify all participants involved, and determine who knew what, and when.



### Discussion Threads

Automatically links emails into threads allowing legal professionals to rapidly trace the history of an email

<sup>1</sup> Lyman, Peter and Varian, Hal (2003). How Much Information 2003. University of California at Berkeley, School of Information Management and Systems



*"Once the data is indexed in Clearwell, you can slice and dice it a million different ways to get a really good picture of what you have. This made it possible for us to conduct case analysis quickly and respond to the request with the confidence that we were producing the most comprehensive and accurate dataset."*

MARY PAT POTEET  
DIRECTOR OF LITIGATION SUPPORT  
DLA PIPER



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**Quickly discover the most relevant evidence to your case:** Clearwell's Relevance Rank feature considers the unique properties of documents to return the most relevant information first. The solution also automatically removes duplicates and highlights key search terms. This eliminates time-consuming, redundant review of the same content by multiple people. It also ensures that the same document is not produced multiple times, significantly reducing e-discovery processing costs (which can cost as much as \$1,800 per GB).

**Rapidly review and classify documents:** Clearwell's One-Click Tagging capability allows reviewers to quickly tag specific documents, discussion threads, or entire search results as "responsive", "privileged", etc. Attorneys can review documents online and in native format thereby streamlining the e-discovery review process. The solution's secure, role-based access enables legal teams to assign internal and external reviewers to specific documents associated with a particular case or set of cases.

**Maximum analysis flexibility through advanced search capabilities:** Clearwell's Advanced Search allows legal professionals to search for specific phrases, dates, header information, user groups, locations, tags, and comments. Clearwell provides the flexibility to include text variations such as plurals and alternative verb forms in search results, and also provides exact matching via literal search. Users can leverage advanced e-discovery features such as wildcard, fuzzy, proximity, and Boolean searches.

**Easily integrate with e-discovery production tools:** Clearwell can export all responsive documents for production using 3rd-party e-discovery production tools. Legal teams can export in native formats and EDRM XML, password protect the files, preserve folder structures, and export one file for all custodians or individual files for each custodian.

**Monitor status of all cases:** Clearwell delivers real-time summary reports to monitor case progress, ensuring that resources are properly allocated and deadlines are met. Pre-built case reports display the total number of messages reviewed, un-reviewed, and tagged. Pre-built tag reports display the distribution of tagged messages by tag categories such as "privileged", "responsive", "unresponsive", etc.

**Easily produce privilege logs:** Clearwell automatically creates a "privilege log" report of all privileged documents for opposing counsel's review. Users have the flexibility to select which fields to include in the report, such as document ID, custodian, to, from, subject, title, and reason codes and can produce the report in CSV format.

**Prove process integrity:** Clearwell tracks every action taken by each legal professional (e.g., login, logout, all searches and query terms, results, tags, print jobs, export jobs, and more) providing a full, reproducible audit trail for e-discovery. Clearwell can automatically produce e-discovery activity reports for any case and for any reviewer across any time frame.