

## eDISCOVERY SERVICES

PRACTICAL, FLEXIBLE, DEFENSIBLE AND COST-EFFECTIVE

### **STRATEGIC CONSULTING**

First Advantage Litigation Consulting experts work with legal counsel to review discovery requests, identify the unique elements of your case, analyze the data sources and map out a plan to collect, process, search, review, and produce. We work with the client's IT group to understand the network architecture and to customize a plan for efficient data collection and preservation. Our goal: a practical, defensible and cost-effective strategy that will achieve the client's objectives and meet any unique jurisdictional or privacy requirements.

### **DATA MAPPING**

We help identify the location, format and volume of the potentially responsive data and establish appropriate collection procedures. We then integrate the elements from the discovery planning phase through the key eDiscovery steps: collection, processing, review and production.

### **DATA COLLECTION AND PRESERVATION**

Our data collection software, hardware and protocols satisfy opposing parties' and court requirements while reducing the scope and cost of eDiscovery. We can collect data from a multitude of devices and media including servers, backup tapes, desktops, laptops, and Smart Phone/PDA devices. We thoroughly understand and adhere to chain of custody procedures through all phases of the collection.

### **EXPERT WITNESS TESTIMONY**

Our forensic specialists have developed court-approved methods for tracking and authenticating data as it is captured, processed, prioritized, hosted, and produced. When called upon to testify, we are adept and experienced at establishing the defensibility of our methodologies while exposing opponents' vulnerabilities.

### **DATA REDUCTION**

Once potentially responsive data is identified, our flexible culling and de-duplication methods dramatically reduce data volumes, and scale to any size project. We employ a combination of culling options, such as metadata, date range and keyword filtering to reduce the volume of electronic files. Our flexible, reversible data de-duplication technology helps to hone in on the most relevant material.

### **DATA PROCESSING**

We are able to process data from any platform, in any language, and in any encoding format. **TRUE**, our proprietary processing engine, converts electronic documents, emails and their attachments, and embedded objects while extracting metadata. Our processing platform is Unicode compliant, and therefore preserves data and metadata completely.

### **PROJECT MANAGEMENT**

Our Project Management team has deep experience in litigation technology, and unique international, multi-jurisdictional case management capabilities. Working hand-in-hand with the client's

legal team, they respond to dozens of requests daily, advise on review strategy, adapt workflow to accommodate changing priorities, and ensure that everything is executed according to plan.

### **MANAGED REVIEW**

First Advantage Litigation Consulting offers scalable document review solutions, accompanied by predictable cost models. With operations, data centers and personnel strategically located around the world, our team ensures seamless management for complex document reviews in any time zone.

### **MACHINE-GENERATED TRANSLATION**

Our machine translation allows legal teams to identify clearly irrelevant documents and those needing further treatment during a review. Over the years we have compiled translation processes that can handle most languages: Asian character-set languages (Japanese, Chinese, and Korean), Cyrillic (Russian, Serbian), Semitic (Hebrew, Arabic), along with the Latin-based languages such as Spanish, French, and Italian.

### **DOCUMENT PRODUCTION**

Our production team administers precise quality assurance protocols prior to producing any documents. We can export to common document review applications, create custom loadfiles, or prepare and host a new, secure online database, making responsive documents (minus our client's work product) available to the opposition.

### **DATA SECURITY**

In addition to 128-bit SSL encryption (the same standard used by banks for financial transactions over the Internet), we have provided several options for access to our web-based system, depending on the client's security needs:

- Restrict access to the database by IP address.
- System access via a Citrix interface, limiting the users' ability to download and print.

During the review phase, **Global RPM®** incorporates a variety of security protocols and permission levels that can be assigned by the review manager or by the First Advantage Litigation Consulting Project Manager, including role-based, user-based, and group-based document security.

### **DATA PRIVACY**

First Advantage Litigation Consulting is Safe Harbor certified, and operates offices and data centers in North America, Europe and Asia. We have experience building state-of-the-art data processing centers within weeks, either at a client site, for security, trade secret, intellectual property and other privacy concerns, or in-country, to assure the government that no sensitive and/or classified data will leave the country.