

SF Legal e-Discovery Case Study



SF Legal Project Managers Solve Client's Time Crunch By Using Less-is-More Approach to Reduce Number of Documents Needing Direct Examination

Situation: Our client was under significant time pressure to produce their client's documents. Their original strategy was to load documents into Relativity when received from the corporate client, search the documents to identify potential privilege and finally, review the privileged candidates. Initially, the plan was seamless – documents were arriving from the client at reasonably spaced intervals and production deadlines were manageable. Further into the project however, documents began arriving more rapidly and their review team was quickly falling behind on production obligations. In addition, as searches were originally constructed to be as extensive as possible, documents were now surfacing that clearly weren't privileged or relevant to the case. As the pressure to produce mounted, our project management team suggested a different approach.

Solution: SF Legal's project managers knew from experience that by fine-tuning the search process, they could reduce the number of documents requiring direct examination. We proposed a review methodology that allowed specific document characteristics to reveal a privileged document in every instance. A separate set of terms identified a document as "potentially privileged," and those items were loaded into Relativity for review prior to production. Any document without a privilege term went straight to production. Plus, a clawback order allowed the client to obtain documents that had been inadvertently released.

Benefit: The SF Legal Project Managers monitored the internal workflow and suggested ways to make the entire workflow – from collection to production – run more efficiently. Our client was able to meet their production deadlines easily by reviewing far fewer documents than they had in the original production schema. In addition to shorter turnaround from collection to production, the client also realized significant savings in attorney time for review.

SF Legal has worked creatively and efficiently with many clients to modify the workflow of a project so clients can "sleep better at night." Our less-is-more approach helps illustrate our **"CPR"** motto: **C**ost control, **P**rocess management, and **R**isk mitigation. To learn more about how SF Legal's [CPR](https://www.sanfranciscolegal.com) can help you breathe easier, visit www.sanfranciscolegal.com or call us at **415-392-2900**.

