



100 California Street, Suite P-10, San Francisco, CA 94111 | 415.392.2900 | www.sanfranciscolegal.com

SF Legal Real-Time Solutions:



SF Legal “consolidates and conquers” to significantly reduce hourly expenditures, provide greater insight into documents

Situation: Our client inherited 25 Summation databases, along with a selection of other data sources (including a few hundred DVDs and CDs of images and native files). Finding specific documents required repetitive searches across the separate databases, turning what should have been a simple task into one that required a significant time investment. Initially, the consolidated collection would be used as a repository, but later would be used to support arbitration.

Process: The client wisely invested time to determine exactly what fields existed in each Summation database, what type of data was contained in them, and how they’d like the information presented in Relativity. An agreed-upon field map guided data loading into Relativity.

As each database was loaded into Relativity, it was loaded into a folder named for the original Summation database. Additionally, Summation databases that shared a basic theme (a particular previous litigation, for example) were grouped together under a common parent folder. This helped preserve the context of each group of documents, while still allowing searches across all databases. Relativity’s search tools allow users to search just folders, or folders and their subfolders. In this case, users could search as many or as few of the now-consolidated databases as needed.

Multiple parties of experts were involved in the review, each focused on a specific topic. To control the reviewers, different viewing and coding rights were granted to each group. Different coding layouts were created for each group of reviewers so they could only see information relevant to their investigation. Attorneys and internal staff, however, could see everything generated by all experts.

Benefit: By consolidating multiple databases into a single instance, review and search time were reduced significantly. According to the client, in one instance a search that previously took 45 minutes wading from database to database hoping to find documents was executed in ten seconds. Given the number of experts working on this case (approximately a dozen), such efficiency will significantly reduce hourly expenditures. In addition, the ability to have greater insight into all documents in the collection will bring huge advantages to the case team as they prepare for arbitration.