

San Francisco Legal Partners with Investigative Firm to Deliver Data to Securities Regulators ‘Yesterday’

DIGITAL CHALLENGE

- 16.5 GB of .PST files (135 Files)
- 12 Custodians
- “Essentials Processing” (Metadata, Text Extraction and Hyperlinks for Native Review)
- Search Term Culling and Privilege Tagging
- Create Native .MSG Production Set

PROJECT SUMMARY

A leading law firm feels the pressure when securities regulators launch an investigation of one of their clients, requesting relevant data from 12 custodians. The firm’s outside investigative firm hires San Francisco Legal to provide the data – all within a tight deadline with ongoing last-minute changes.

case study

When the government comes calling, the heat is on. In this case, securities regulators wanted specific data from 12 different custodians. And they wanted the data in just ten days.

The attorney on the case brought in a leading investigative company made up of attorneys, accountants, and former FBI, CIA and law enforcement professionals to help with the job. While equipped to provide data collection and forensic analysis of hard drives, this investigative firm typically uses partners for the more detailed processing.

“We discovered the talented San Francisco Legal team about a year ago,” said the spokesman of the investigative firm. “One of our biggest clients – a high-powered, blue chip law firm – uses San Francisco Legal. We regard this client highly and knew they always hired the very best. This helped bolster our decision to work with San Francisco Legal. We’ve been with them ever since.”

We Need it Yesterday

Securities regulators wanted to receive all emails and attachments exchanged among 12 specific employees within a certain date range. They also provided a list of 34 key words and phrases to help narrow the search and reduce the overwhelming amount of information

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Spokesman, Investigative Firm

produced. The investigative firm retrieved 16.5 GB of data made up of 135 .PST files from the client's site and delivered it to San Francisco Legal to further cull the data as instructed by regulators.

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A Three-Pronged Approach

San Francisco Legal divided the project into three phases: (1) essentials processing (metadata and text extraction); (2) search term culling and privilege tagging; and (3) production set creation.

In the first phase, San Francisco Legal de-duplicated the .PST files and extracted all available metadata and text to create a searchable review database with hyperlinks to the native files. The database was configured for industry-standard Concordance litigation support software. Emails and attachments were unitized as separate files with a parent-child relationship, enabling all documents to be searched for keywords while keeping document 'families' intact. The data was also culled during this phase to include only the date range specified by the regulators.

In the second phase, the firm focused on search-term culling and privilege tagging. They created a 'hit list' per the securities regulators'

search instructions, built an Excel-based summary of the 'hits' per custodian, and identified privileged emails, including attachments.

In the final phase, San Francisco Legal created a production set for securities regulators, as well as the attorneys.

A Can-Do Attitude

"We got nearly all the way to this final phase of the project when securities regulators put on the brakes and changed their minds about how they wanted to receive the data," said the spokesman for the investigative firm. "Instead of receiving everything in .TIFF format, now they wanted it in native .MSG files. This is just how it goes in the legal industry. The beauty was that San Francisco Legal said, 'Okay, whatever you need.' Then they went back and retooled. It was as simple as that.

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About San Francisco Legal

Founded in 1998, San Francisco Legal has grown rapidly to become the largest locally owned and operated legal support facility in San Francisco.

With extensive experience in all aspects of litigation support, the firm assists clients at every step of the trial process. San Francisco Legal offers turnkey document solutions with a consultative, hands-on approach to customer service. To support this philosophy, the firm works to foster strong relationships with its employees, and is committed to providing its clients with the most thorough, attentive service possible – 24/7.

More information about San Francisco Legal can be found at www.sanfranciscolegal.com, or by calling (415) 392-2900.

