

## SFL consultative approach helps corporations reduce litigation and e-discovery costs.

In many corporations, CFOs are pressuring general counsel to reduce expenses – with the spiraling cost and burden of electronic discovery topping their lists. At San Francisco Legal, we understand this and provide the consultative expertise needed to help corporations perform e-discovery without requiring outside legal counsel to do the job.

One of our clients, a leading bank, wanted to adopt a more affordable approach to e-discovery – without having to become experts themselves. They also wanted to remove the “middleman” from the process, so that right from the start they would be better able to zero in on the data they needed.

We met with The Bank’s senior general counsel to introduce San Francisco Legal’s consulting services, explaining that The Bank could perform their own e-discovery, as long as they had the help of a qualified expert. They told us this was welcome news, as they currently worked with five law firms – each firm with their own vendor preferences and cost structure for e-discovery.

### **E-discovery plan improves quality, reduce costs**

For more than an hour we answered questions about how The Bank could improve the quality and consistency their e-discovery, while cutting costs at the same time. We also assured them that by bypassing a third party, the entire process would be faster and more efficient.

The Bank decided to give us a try on a small project involving a production to the Department of Justice for a western state. During our project design meeting, we learned that The Bank was still in the early stages of the investigation. If they could demonstrate to the Government that they were fully cooperating with production

requests, they might be able to stave off a full-scale investigation. We recommended and then crafted a production format that would allow the DOJ to quickly and easily find all relevant information.

At the close of the project, The Bank spokesperson said, “The reason why the Government chose not to further pursue their investigation was because of how we cooperated with them and responded to their production requests. I’m convinced this was due in a large part to the production format that San Francisco Legal devised.”

### **One successful project leads to another**

Because of the success of this project, and The Bank’s desire to control escalating e-discovery costs, they requested that their outside counsel work with us on another government matter – one that had blossomed into a full-scale investigation now moving at a rapid pace. We immediately moved into action, coordinating with The Bank, their IT consultants, their outside counsel’s team of attorneys and their Automated Litigation Support Department.

We devised a review, a production format and a schedule that would allow the outside counsel’s team of attorneys – located in multiple cities – to quickly review and respond to the production request. We then converted the data to TIFF and extracted metadata and text for approximately four gigabytes of data. The majority of the project was completed in just 24 hours. We provided digital data to The Bank’s internal and external counsel, making all aspects of the production seamless and consistent. And because The Bank used San Francisco Legal as its consultant, they were able to be directly involved in the data gathering process – saving both time and money.



### **About San Francisco Legal**

With extensive experience in all aspects of litigation support, San Francisco Legal uses a consultative, hands-on approach to assist clients at every step of the trial process. By offering turnkey document solutions and thorough, attentive service available around the clock, San Francisco Legal has grown to become the largest locally owned and operated legal support facility serving the Greater Bay Area – and beyond – since its founding in 1998.

#### **Services include:**

- Electronic Discovery
- Consulting
- Data Collection
- Imaging
- OCR
- Web Hosting
- Blowbacks
- Reprographics
- Software Training
- Concordance/Summation Resellers