

e-Discovery Expert Solutions

Solutions Overview

Fortune 500 legal departments and their law firms rely on SFL Data for a complete range of discovery services, including e-Discovery and document management services.

Corporations today are faced with four challenging trends in handling e-Discovery:

- 1 Data volumes continue to grow and proliferate at a remarkable pace
- 2 Legal rulings set new precedents almost daily, and sanctions are at an all time high
- 3 Technology to address the issue is also growing and changing rapidly. The good news – Gartner estimates an almost \$1 billion software industry targeted at cracking the e-Discovery problem. The bad news – there is no easy way to sift through the choices, and corporations struggle to apply the resources to leverage them efficiently without building large in-house teams
- 4 Corporations face ever-increasing competition in their own markets. They typically do not have the time, money, or core competency to figure out e-Discovery

These trends result in three major challenges for corporations:

- 1 Spiraling costs
- 2 Limited insight into, and control over, the e-Discovery process – with associated risk
- 3 A shortage of resources to handle spiking case loads

How are corporations handling these challenges? Most try one of two approaches. The first involves identifying a set of preferred providers from the many outsourced e-Discovery companies. This often requires wildly varying investments, offers little control, and has an additional downside – processes never get truly integrated and developed.

The second approach requires building entire processes and teams in-house. This is a costly endeavor with highly uncertain results and timelines. SFL Data offers a new way.

Fixed-Price Managed Service

SFL Data is the first e-Discovery service provider to deliver a fixed-price managed service that enables Fortune 500 corporate legal departments and law firms to gain a world-class e-Discovery function without building it. SFL Data's e-Discovery Expert Solutions combine best-of-breed software with deep expertise, proven methodology and secure data infrastructure. Our team includes former CIOs, military personnel and licensed attorneys with more than 100 years of combined experience in forensics, information security and litigation technology. The outcome includes dramatically reduced litigation costs (over 50%), better control and visibility, and defensible results.

We selected SFL Data's managed e-Discovery services model because it gives us greater clarity into the e-Discovery process and drives efficiency without significant internal investments. Using this model also enables us to more accurately predict expenses than we could previously.

Benefits

Reduce Total Cost

- Reduce litigation costs by 50% by dramatically shrinking the amount of data requiring attorney review
- Speed up the review process with strategic early case planning and technology-enabled workflow
- Reduce inefficiency by having one set of documented, transparent, repeatable processes managed by a constant partner who maps your unique data footprint

Get The Best Team Without Building it

- Get a unique team of experts with 100+ years of experience in forensics, information security and litigation technology, without having to build it yourself
- Scale resources and handle case load variability without additional headcount or technology investments
- Gain greater control of the e-Discovery process with more visibility and improved collaboration between in-house counsel and law firms

Defensible Results

- Deliver defensible results and improve legal outcomes using our proven e-Discovery methodology
- Rely on SFL Data's rigorous security standards, SAS 70 II certified data centers, penetration-tested networks, and the U.S. Safe Harbor specification

Process

SFL Data has refined the e-Discovery Expert Solutions process:



Setup & Planning

- At the start, SFL Data experts lead and build the data management strategy, using known techniques to improve efficiency and reduce issues down the road
- Case setup includes early case assessment

Collection

- SFL Data experts with 100+ years in forensics, information security and litigation technology complete data collection and forensics
- The team has a unique combination of licensed attorneys, former military personnel, ex-CIOs, and skilled programmers with certifications including EnCE
- The data collection strategy and process ensures there are no external handoffs needed, resulting in risk mitigation and defensibility of collection techniques

Culling & Analysis

- The culling and analysis team includes attorneys, linguists, and search experts
- e-Discovery Expert Solutions leverages tools from Clearwell, among other software. Our team has more Clearwell certifications than any other e-Discovery provider
- SFL Data's specialized tools include the Preculling Loader, the Culling Blueprint, search iteration worksheets, and a custom standard operating procedure for culling

Processing

- The processing module leverages LAW technology, among other software, to create a searchable and granular database

Review

- The review module leverages web-hosted review software from Relativity and others, as well as Equivio to thread and categorize data, and Content Analyst to identify content groupings
- The review team has logged thousands of hours of workflow creation, giving them unmatched expertise in workflow techniques. SFL data has created specialized tools for content analytics, custom workflow, and matching
- This phase includes rigorous checks and tests to ensure high-quality output, which leads to fewer document decisions per hour and faster review

Production

- The production module leverages LAW technology
- The criteria for production/export search are determined and agreed to beforehand by all parties
- Quality control methodology is defined and executed and data is exported from review platform
- Data is converted per production specifications, such as conversion to TIFF/PDF, numbering, etc.

SFL Data's technology partners include Clearwell, Relativity, Equivio, Content Analyst, Hosting.com, and LexisNexis.

Document Management Services

SFL Data provides a host of high-quality document management services:



Reprographics

We offer on-site services featuring all-digital reproduction equipment

- Legal briefs
- Document repositories
- Large format (color and black and white)
- Enlargements and reductions
- Bankruptcy and mailing services
- Bates stamp and computer labeling
- Tabs and custom tabs
- On-site scanning

Collection

Our advanced electronic imaging technology allows us to quickly and easily convert your paper documents into searchable electronic files.

- High-resolution, high-speed TIFF B&W and color imaging
- Scan to PDF files
- Accurate OCR for fast and easy search of images
- Provision of load files for most popular litigation and document management software systems
- Superior image quality control, including de-skew, and page-for-page verification
- Automatic Bates stamping and endorsing

Printing

We can reproduce any volume of projects you may have in digital format. Our printing devices deliver high-quality prints of data and images. Whether black and white, full color, single- or double sided, our team is experienced in putting together trial binders and deposition exhibits.

OCR

Optical character recognition is crucial step to make your data searchable and provide easy access to relevant information. Our program delivers top of the line accuracy and is customized for your database.

Coding

Coding allows you to garner important information about your documents with a quick glance in your review platform instead of reading through the entire document. This added functionality keeps your review streamlined and brings potentially hot documents to your attention quickly. We offer a range of coding services, from full bibliographic coding to adding additional fields where needed.

Trial Exhibits

To meet the unique needs of our law firm clients, we specialize in trial exhibit reproduction. We can transfer digital files, photographs or printed copies to paper enlargements and mount them onto foam core board so your presentation can stand on an easel for clear viewing. In addition, we can assist you with graphic design to make your trial exhibit more powerful.

Binding and Finishing

Our binding and finishing services include Velo, GBC, Acco, Spiral, and tape binding to ensure every detail is perfect.



About SFL Data:

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