

Anacomp ECA Services

The Need for Early Case Insight and Strategy

How is case strategy determined before full discovery?

Litigators face a host of obvious questions.

- Should we litigate or should we settle?
- How should I calculate my litigation discovery budget?
- How do I prepare for Meet and Confer or negotiate scope of discovery?
- How do we find and review relevant data for this case without killing the calendar or budget?

Early Case Assessment (ECA) means different things to different people in different cases. Typically litigators need to identify relevant facts, collect key metrics, and the ability to determine and control eDiscovery costs and risks.

Predict, Control and Minimize eDiscovery Costs

Anacomp ECA Services delivers more than a software tool alone could offer. Early Case Assessment requires the right balance of professionals who are experienced, methodologies which are defensible, and technologies which are scalable and proven.

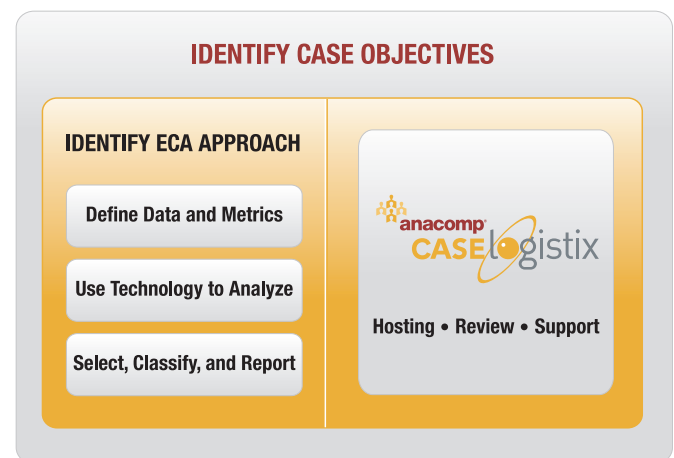
Anacomp ECA Services delivers technology, methodology and experience. We tailor a tightly integrated workflow to what litigators need to accomplish for Early Case Assessment. The metrics, searches, data selection, and documentation for defensibility all help to drive down the costs and risks of big-ticket items like processing and review. The metrics alone help to drive early decision-making.

Goals and Strategy – Anacomp works with the case team to identify goals for ECA. With overall objectives in mind, we help you to develop a strategy for early case assessment. We collaborate to get you the analyses you need on your case.

Identification of Key Facts – Gaining quick and early access to electronically stored information (ESI) means early visibility into relevant facts and the risks which they may pose. Anacomp provides the tools to scope the data and the metrics about the data to enable decisions that are budget-conscious and that help mitigate risk.



Search Methodology – Courts require that legal teams know how to find responsive data. Clients require that legal teams wisely use resources for first pass review. A solid search methodology makes sure that responsive ESI is defensibly searched and found and that the review does not contain an inordinate volume of unresponsive search hits. Anacomp helps with defensible search, testing, recursion, and validation. You can always go back and get more data if you need it, and you can always reduce by file type, custodian, date ranges, or other criteria. We help you document how and what you select to review. We work with you to identify and defensibly narrow overly-broad searches. We can help you to negotiate, present or defend search criteria with opposing counsel or government investigators.



Metrics and Reports – We report key metrics to you for predictability and budget management. You get the metrics you need to calculate costs and to develop scenarios for first-pass review. The same metrics can help you negotiate scope and offers of production.

Identify and Analyze Key Facts

Anacomp ECA helps you quickly to identify and analyze key facts. At your fingertips you get:

- Complete search tools like keyword, Boolean logic, fuzzy, proximity, range, field and regular expression
- Graphic depiction of participation in e-mail threads, showing volume and direction of emails
- Timeline depiction of e-mail threads, showing the chronology of distribution and participation
- Full Unicode capability to search in multiple languages and with multiple character sets

Processing Capabilities Make Anacomp ECA Time- and Cost-Efficient

Most ESI processing tasks are handled as part of Anacomp ECA Services. For example:

- De-Duplication identifies duplicates to eliminate unnecessary review costs
- De-NISTing excludes known application and operating system files
- Extraction of emails from PST, NSF, and other container files
- Parent-child handling of emails and embedded objects
- Extraction, fielding, and indexing of full text and metadata

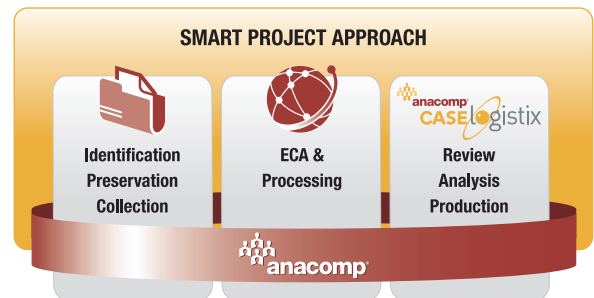
Use Anacomp ECA Services to get the metrics you need, to search defensibly and to select your review set. Anacomp ECA is flexible in its output for a variety of uses. Once you are confident of your strategy, metrics, and content, move seamlessly into review with award-winning CaseLogistix™, which empowers legal teams to quickly collect, organize, review and ESI and accelerate litigation review processes.

Tightly Integrated Workflow

Anacomp ECA Services is part of the suite of Anacomp eDiscovery Services. Anacomp leverages its experience to fulfill all of our our clients' requirements for eDiscovery. Services include assistance with identification, preservation, collection, processing, review, analysis and production. A comprehensive approach enables Anacomp to apply best practices to cost effective and defensible solutions to the challenges of eDiscovery.

Identification, Preservation and Collection – Helps clients identify the data that needs to be preserved, and implements a protocol proportionate to the needs of the case and efficient and cost-effective for the client.

Review, Analysis and Production with CaseLogistix™ – Relevant documents can be seamlessly and quickly assigned for detailed review using CaseLogistix™, Anacomp's award-winning review platform.



Used by AmLaw 200 firms, CaseLogistix™, Anacomp's flagship litigation support software, enables legal teams to quickly review, analyze and produce digital evidence. Available as a software platform and a hosted service, CaseLogistix™ provides a highly scalable, powerful and flexible solution for complex litigation.

Hosted CaseLogistix™ offers users the proven benefits of CaseLogistix™ while reducing organization complexities, capital and infrastructure expenditures and the overhead of internal resources. Hosted CaseLogistix™ Service is a managed workflow that is tightly integrated with your case cycle. Experienced Anacomp Project Managers are available to help.

With more complex productions that are native, image and hybrid, Anacomp production services deliver the right output in the right format and meet the most aggressive timelines.