



Analyzing Produced Data

Encountering new data sets can yield unexpected surprises. And receiving data from opposing, third-party, outside and co-counsel is no exception. Sometimes the data balloons to create an exponentially larger data set than anticipated. And sometimes, the data set is surprisingly small, encompassing only a fraction of the expected population. Running reports on a received population prior to processing and review can create essential synergies that reduce risk and save costs.

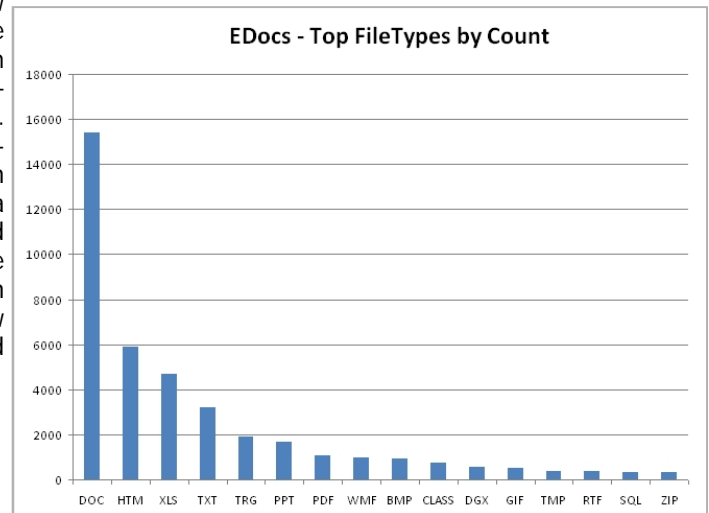
In cases of produced documents, ask for a report before confirming an action plan. An easily reviewable overview of a document population will enable your team to staff a review adequately, maximize efficiency, and confirm that the proposed workflow is the best route. Should the data be significantly larger than expected, confirm if a hosted concept-based review tool may be more effective than an in-house linear review tool. Alternately, should

the data size closely resemble what was anticipated, you can rest assured that the chosen method was the most cost and time efficient option.

Analyzing and reporting on enables teams to immediately identify when what was promised may not be provided. In a financial case, learning at the outset of review that no excel files were included in the production may raise a red flag, enabling you to go back to the producing party and resolve the issue at an early stage. And a file listing report offers not only a useful snapshot of a population, but also a handy means to confirm that the data set provided for a critical depo-

ment includes relevant emails and eDocuments.

Finally, ensure that your reports are tailored to your needs. As populations and processing methods vary greatly, reports should reflect both specific population quirks and case aims. Likewise, it should represent the clearest possible picture of a reviewable data set. Should the received data include significant amounts of system files, ask for the removal of those files prior to generating a report. The resulting report will not only be easier to review, but it will present a more accurate picture of file sizes, file types and the data set.



Third Party Reviews

Data security is always a key concern in any review situation. And when sharing a data set with third parties, advisers, experts, and co-counsel, maintaining security, confidentiality and privilege becomes essential issue.

Utilizing a web-based review platform with multi-level security, such as LEX Vault powered by iConect, to conduct a shared re-

view can greatly minimize expenses while at the same time protecting the confidentiality of your individual review.

When starting a shared hosted review, teams can protect their work product by creating distinct reviewer logins with agreed settings/ permissions levels. Authorized users should be given a secure login name and password to connect to the

review platform and should only be able to view their assigned cases and databases. Each team should be able to access and flag the shared data independently of the others.

Last but not least, the review platform's security should create an impermeable barrier to the outside world guaranteeing the security of the review.