



Are You Prepared for Meet-and-Confer ??

Preparing for a meet and confer has always been difficult, but in the era of sharply controlled budgets and detailed ESI requests, the conference can take on even greater implications. Proactively learning about and working with client data to create an overall picture of your case is an essential step in today's litigation.

After determining an initial list of custodians, speak with your client's IT department directly. Identify potential sources of data including traditional "must-haves" such as personal computers and network shares, PDAs and cell phones. Ask if any alternate media might contain relevant information; does the client have a company wiki? Or do employees

regularly microblog through Twitter? Ensure that all reasonably responsive data is accounted for and being preserved. Together, create a data map that will allow you to accurately assess core case information.

For key custodians, take the time to perform early case analysis. A high-level review may yield surprising relevant non-collected custodians. Alternatively, you may find that a "key" custodian contains less responsive information than initially believed. Bring your results to the meet and confer itself; your preparation will allow you to instantly head off any costly requests for the production of irrelevant custodians and better en-

able you to negotiate keywords.

At Lex On Demand, we offer pre-Meet and Confer consulting to ensure that you know which questions to ask. We know that essential information can come from surprising places, and by working with you to create a complete Information Map, we help ensure that all relevant data is captured while limiting any excess. We also offer powerful early case assessment tools, to ensure that your review is only as large as it needs to be. Contact us to see how we can help you regain control of ESI.

Key Steps to Controlling eDiscovery Costs

Corporations are always looking to save money. But as the market continues to tighten, a competitive advantage becomes essential. One significant competitive advantage is the ability to control the costs of eDiscovery.

Through early and thorough preparation, counsel can control the costs of eDiscovery from the very beginning of the matter. Proactively limit the scope of the case to relevant information by performing early case assessment. Target custo-

dians with essential information for early review, and limit collections to relevant sources. Cull clearly extraneous data prior to review.

Not only will these steps limit the amount of data to be processed and reviewed, it will reduce the headache of reviewing thousands of irrelevant documents. And it will grant the opportunity to firmly control client costs throughout the life of the matter.

