

Third-Party Subpoenas

Initiate

Scope Project

- Acknowledge and circulate to stakeholders
- Validate request against jurisdictional requirements
- Develop a timeline and determine if extension is necessary
- Negotiate scope and deadline

Identify Data

- Conduct interviews with relevant custodians
- Define data sources, custodians, and specific criteria

Tech's Role

Must apply criteria based on available functionality in source data

Collect Data

Gather data from identified sources

Tech's Role

Pulls data from sources into a platform for processing, using criteria to target data identified

Process Data

Load and process collected data

Tech's Role

- Quickly manages large data volumes and application of standard processing configurations
- Eliminates manual workflows and reduces human error

Develop Review Protocol

Draft review protocol, process, and staff review based on volume and deadlines

Investigate

Search

Run searches with initial criteria to find and highlight pertinent data

Tech's Role

- Locates material related to the legal issue
- Finds hot documents or information early in the process

Evaluate Data

Review search results and further cull and review data

Tech's Role

Allows for consistency across reviewers

Analyze Data

Examine data to find relevant information, patterns, and insights

Tech's Role

Enables reporting on data being analyzed

Apply Strategic Decision-Making

Determine the data that will be produced

Implement

Synthesize and Redact

- Conduct defensible quality control of the data set
- Ready the data set for production according to requirements (redaction, etc.)

Tech's Role

- Tracks document counts, tags files, and excludes privileged data
- Automates redactions to protect personally identifiable information (PII) and adhere to privacy regulations

Generate Output

Run production to create required output

Tech's Role

Creates output in usable, secure forms for all parties

Produce

Deliver required output

Tech's Role

Exports / migrates data