

Stratify Legal Discovery® service

## Efficient Administration for Electronic Discovery

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Optimize your team's productivity and stay on schedule by streamlining the logistics of the entire review, from initial planning to final production.

Know What You Have® to efficiently manage your eDiscovery matters. The Stratify Legal Discovery service enables you to easily coordinate tasks and manage review workflow, track all document-related operations to ensure reviewer efficiency and accuracy, and streamline production to meet court-ordered deadlines. Administrators can complete the entire review on time and with significant cost savings.

A team of legal and technology professionals with significant legal DNA is available every step of the way. From designing workflow requirements, to customizing the online review application, to assisting with complex production requirements, our Professional Services team is dedicated to providing reliable, hands-on project management assistance.

The Stratify Legal Discovery service includes these advanced capabilities for efficient administration:

### **TASK ASSIGNMENT**

The Stratify Legal Discovery service makes it easy to assign tasks to your review team. Select from a wide range of criteria such as custodian, data source, batch number, and more to create and assign tasks. Enforce the inclusion of duplicate documents or email messages together with all their attachments.

### **SECURITY**

Advanced security features help administrators centrally control review operations and limit access to select portions of the database. Individual operations such as tagging, redacting, and annotating can be partially or completely disabled. To further safeguard documents, particularly in large-scale review projects with multi-tier review teams, administrators can create separate tag structures for different review teams, and restrict access to documents, folders, or entire portions of the database. In cases that involve outside parties, such as expert witnesses, administrators can create entirely separate databases to house all or a designated portion of the document collection.



## PRODUCTION ORGANIZER

The built-in Production Organizer saves time and minimizes the risk of inadvertent production by transforming production into an easy to follow, step-by-step process. A series of dialog boxes lets administrators define production sets directly from the user interface. Administrators can identify appropriate documents, select attachments for email messages, and define formatting preferences such as page footers, watermarks, Bates numbers, and more. Administrators can also preview documents online before they are sent to the production team. Best of all, the Production Organizer alerts administrators to conflicting tags so documents are not produced inadvertently. Produced documents (regardless of production media) can be converted into PDF files and saved in the online review application so they are accessible at any subsequent point of the review.

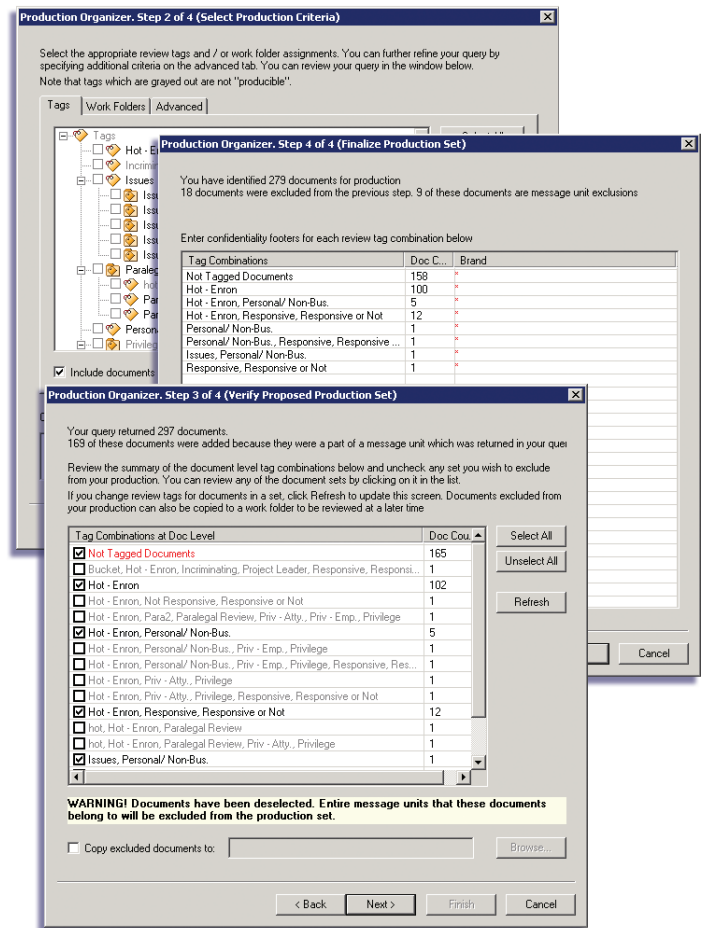
## PRIVILEGE LOGS

Administrators will find it easy to create privilege log reports, especially in large-scale discovery projects with rolling production sets. The privilege log can be easily collated and exported to spreadsheets for easy editing and delivery. Administrators can add metadata, such as date, sender, or custodian as needed.

## REPORTS

Select from a range of online, pre-built reports or customize your own to track the progress of the entire review. Examine review activity by date, batch, tags, etc., or drill down to examine the productivity of individual reviewers.

Get answers to your data collection and processing questions with detailed processing reports. Your project manager will coordinate with you to get the metrics you need on data restoration, filtering, database loading and more.



The Stratify Legal Discovery service walks you through every step of production so you can define and preview production sets directly from the user interface.

## CUSTOMER SUPPORT

The Stratify Legal Discovery service is backed by a team of professionals with strong legal DNA dedicated to the success of every review. Administrators at all levels – from those with advanced online electronic discovery experience to those managing their first review – will be assigned a project manager to help coordinate project requirements, organize the workflow, and guide the project through to production. Customer support professionals are available around-the-clock and training is provided to all members of the review team.



For additional information about the Stratify Legal Discovery service, please call Stratify at 866.400.8484 or send an email to [sales@stratify.com](mailto:sales@stratify.com).

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