

Stratify Legal Discovery® service

## High Productivity Review for Electronic Discovery

---

Complete reviews efficiently, accurately, and in record time. Easy-to-use features minimize review costs while scaling to handle matters of any size and complexity.

### **FIND RELEVANT DOCUMENTS FAST**

- Identify relevant groupings of documents quickly using automatically created Concept folders and attorney-designated Smart Issue folders.
- Search by document content and extracted metadata, as well as application metadata such as tags, annotations, redactions and more.
- Navigate the entire document collection and facilitate reviewer effectiveness with the familiar Microsoft Outlook®-like interface.

### **EFFICIENTLY REVIEW AND TAG DOCUMENTS AND EMAILS**

- Achieve review rates of 300-500 documents/hour, and reach periods of 1,000 documents/hour.
- Access more than 390 types of native file formats to examine embedded metadata.
- Minimize your review time and increase tagging consistency by contextually reviewing email attachments, duplicates and near-duplicates together.

### **HANDLE LARGE, COMPLEX MATTERS WITH EASE**

- Easily accommodate matters involving terabytes of data and/or hundreds of reviewers without any impact on performance.
- Streamline production and ensure that privileged documents are not inadvertently produced using the built-in Production Organizer.
- Get around-the-clock support during every stage of the review from an experienced team of technical and project management experts who possess strong legal DNA.



# Know What You Have<sup>®</sup> — High Productivity Review

The Stratify Legal Discovery service lets you take control of your data and focus clearly on the matter. Reviewers can take advantage of these advanced capabilities for high productivity review:

## CONCEPT-BASED REVIEW

The Stratify Legal Discovery service automatically sorts documents (including scanned and OCRd paper documents) by subject matter and groups them into concept folders based on a sophisticated statistical analysis of their content. Reviewers can quickly grasp the overall structure of the case and identify relevant groupings of documents, rather than perform time-consuming, hit-or-miss searches. Irrelevant documents such as spam emails or IT memos can be easily segregated.

## ISSUE-BASED REVIEW

Organize the document universe according to specific criteria or issues, such as custodians, date ranges, or keywords. Documents in Smart Issue folders are organized by pertinent concepts that enable reviewers to easily identify related documents within each defined issue. In addition to accelerating review and analysis, Smart Issue folders can be used to simplify task assignment.

## NATIVE FILE REVIEW

The Stratify Legal Discovery service supports over 390 file formats and enables direct access to documents in their native format without the need for client-based software. With just one click, users can access the embedded metadata in documents (such as tracked changes in a Word document or hidden columns in a Microsoft Excel spreadsheet) for a more accurate review.

## DOCUMENT TAGGING AND CUSTOM CODING

Hundreds of attorneys can simultaneously review and tag documents from different offices for large-scale matters. Directly access assigned documents – together with their attachments, duplicates, and near-duplicates – and tag them individually, in batches, or as message units using matter-specific tag sets. The Stratify Legal Discovery service also provides custom coding fields that enable reviewers to enter metadata for scanned and OCRd paper documents.

## NEAR-DUPLICATE DETECTION

The Stratify Legal Discovery service automatically identifies and groups near-duplicate documents together for faster and more accurate reviews. Reviewing near-duplicates as a group ensures that documents are tagged consistently, which significantly reduces the possibility of waiving privilege by producing near-duplicate instances of privileged documents.

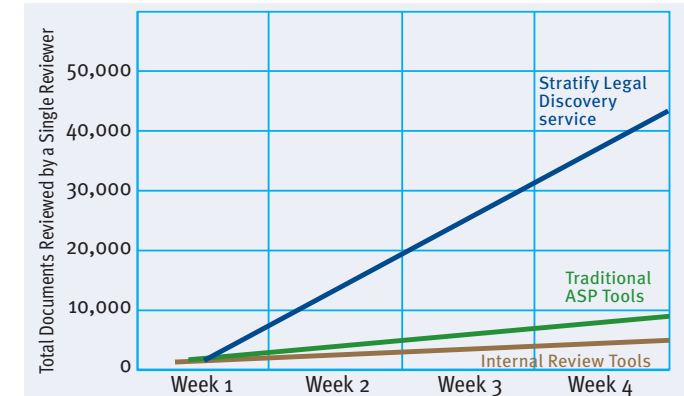
## FOREIGN LANGUAGE

Review foreign language documents in the same application and with access to the same productivity-enhancing review tools. The Stratify Legal Discovery service supports multiple-language document sets, including Western European and multi-byte Asian languages, throughout the

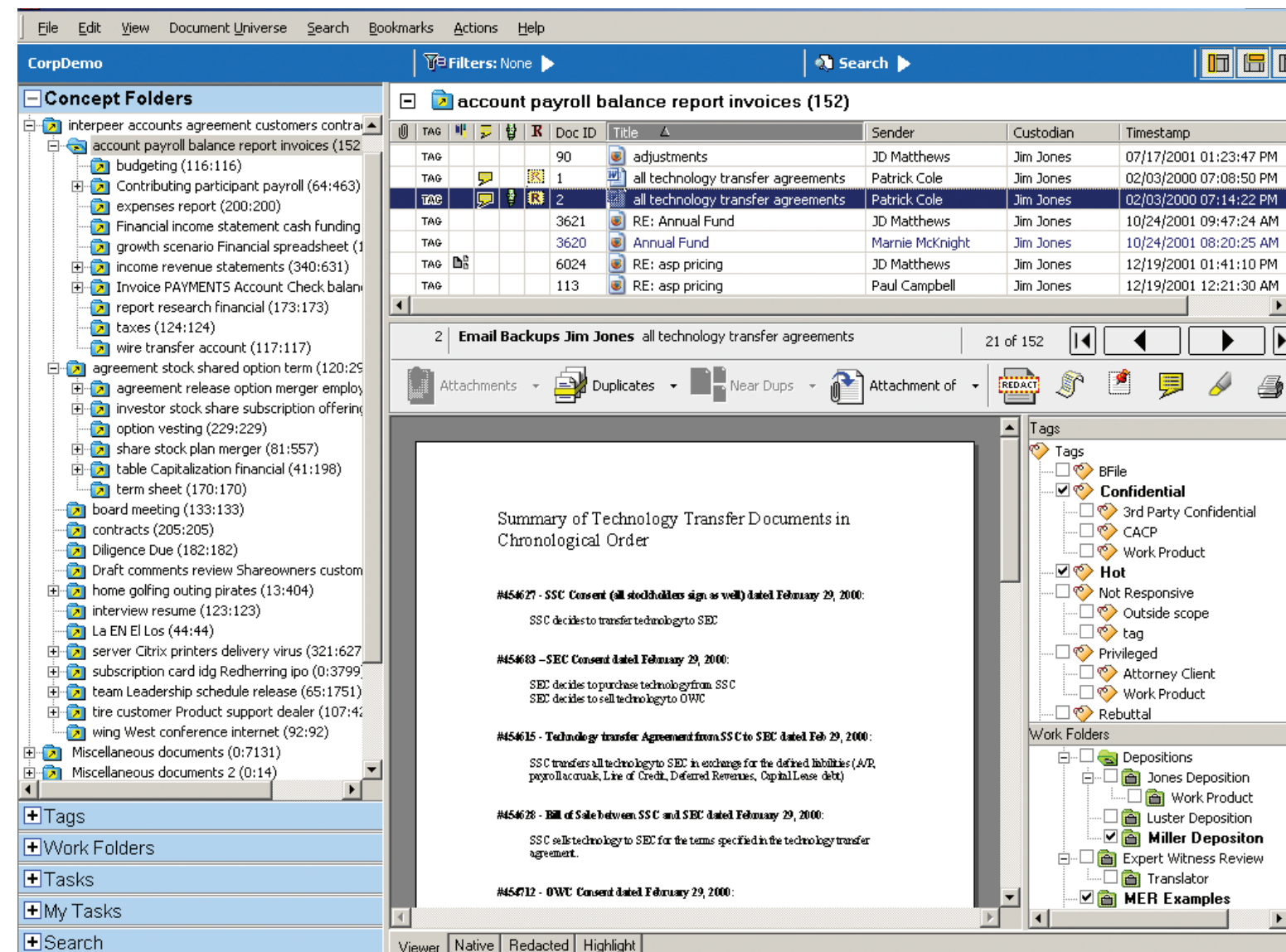
entire eDiscovery lifecycle. Relevant documents can be translated and incorporated back into the review environment for easy access.

## DOCUMENT AND EMAIL ANALYSIS

The Stratify Legal Discovery service makes it easy to identify risky documents and critical messages. To help optimize the review workflow Stratify Document Analytics™ identifies and reports on more than 30 different types of hidden metadata embedded in business documents. Stratify Visual Email Analytics™ create Email Maps that provide a visual representation of email relationships. Reviewers can follow message threads based on chronology, concept, date range, and more.



The Stratify Legal Discovery service enables reviewers to reach rates of 300-500 documents/hour, significantly higher than internal and traditional ASP tools.



The integrated review environment of the Stratify Legal Discovery service combines 360° views of the document collection with one-click access to key features that enable review rates to reach 300-500 documents/hour and exceed, in bursts, 1,000 documents/hour.

## REDACTION AND HIGHLIGHTING

The Stratify Legal Discovery service converts documents into searchable PDFs in real-time without any special software or services. Reviewers can redact or highlight text by individual word, line, or area, or use the “Find and Redact” feature to identify and redact multiple occurrences of word(s) across an entire document. “Burning” these documents removes all redacted data from the file and prevents the reverse engineering of documents to uncover redacted data.

## ANNOTATIONS AND PRIVILEGE LOGS

The Stratify Legal Discovery service offers one-click access to annotation fields to support the creation of the privilege log. During production, privilege log annotations can be exported into spreadsheet format for easy manipulation and delivery. Reviewers can also use annotations as “yellow notes” to share comments among the review team.

## SEARCH AND HIT-HIGHLIGHTING

Narrow the document universe with Boolean search terms based on text, extracted metadata, or application metadata such as tags, annotations, etc. Within individual documents, reviewers can use the hit-highlighting feature to navigate from hit to hit, and quickly find key search terms in context.

## PERSONAL WORK FOLDERS

Create personal work folders to set aside documents for additional analysis, the preparation of trial exhibits, or other tasks. Reviewers can create work folders at any point during the review, and share them with the review team or set user rights to control access. Work folders help reviewers stay organized and keep the review running smoothly.

## Key Review Features of the Stratify Legal Discovery service

- Focus on key documents arranged by concept or issue
- Conduct searches and see results organized by concept
- Access native files with just one click and view embedded metadata
- Identify and report on more than 30 types of hidden, embedded metadata to optimize review workflow
- Use the powerful document tagging interface to simplify tagging operations
- Tag documents individually, in batches, or as message units
- Use custom coding fields to enter metadata for scanned and OCRd paper documents
- Easily annotate documents and create privilege logs
- Conduct searches based on text or metadata extracted from documents as well as generated in the application
- Identify and review key search terms in context using hit highlighting
- Highlight and redact documents in real-time
- Uncover critical email messages and relationships using graphical Email Maps
- Review foreign language documents in the same application

## Products

### **STRATIFY LEGAL DISCOVERY® SERVICE**

A complete SaaS (Software as a Service) based electronic discovery solution that law firms and corporations use to efficiently organize document collections, flag privilege and prevent inadvertent waiver, find key documents and players, track productions and prepare for matters – all within an intuitive, high-productivity review and analysis application.

### **STRATIFY DOCUMENT ANALYTICS™**

Stratify Document Analytics identifies more than 30 different types of metadata embedded in business documents, and delivers in-depth reports that enable attorneys to quickly focus on documents that need to be reviewed in more depth and optimize the review workflow

### **STRATIFY VISUAL EMAIL ANALYTICS™**

Stratify Visual Email Analytics rapidly analyzes complex email collections and visually represents relationships between senders, receivers and intermediary correspondents in intuitive, graphical Email Maps for early case assessment.

### **STRATIFY PROCESSING CONSOLE™**

The Stratify Processing Console provides a web-based user interface that Stratify service personnel use to manage the robust, highly flexible workflow of the Stratify Legal Discovery Service.



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).

Stratify, 501 Ellis St., Mountain View CA 94043  
866.400.8484 | [sales@stratify.com](mailto:sales@stratify.com) | [www.stratify.com](http://www.stratify.com)