



VENIO SYSTEMS

WHITE PAPER

The Benefits of an Integrated E-Discovery Solution: Determining the Value Proposition

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From a technology point of view, law firms and corporations involved in e-discovery rarely take a holistic approach. Most e-discovery projects are supported by a fragmented series of applications, and legal teams often cobble together different types of software for different phases. They may use one application for early case assessment, another for processing and yet another for first-pass review. They may do some of the work in-house and outsource other parts to service providers.

This fragmented approach is rarely planned. In many cases, it has evolved over time. Law firms and corporations may have adopted different software versions that were considered best-in-breed when they were released. Or perhaps software vendors discontinued support for one aspect of the e-discovery process, so the team plugged in a different application. Or software providers may have failed to evolve into newer forms of searches, requiring attorneys to pick up another application for that phase.

Legal teams can avoid these types of situations by adopting an integrated approach, which will save time and money while creating more defensibility. This paper will describe the advantages and enunciate the value proposition of using a single, integrated solution for every stage of the e-discovery matter.

COST SAVINGS

Significant cost savings represent the most quantifiable aspect of the value proposition of an integrated solution. Paying for support and upgrades for a single product, rather than numerous applications, reduces and fixes costs and minimizes overall software expenses. Training costs will still need to be factored in, but organizations only need to pay to train users on one type of system, not a plethora of different software programs with different specifications, rules and quirks.

Substantial savings also accrue from the reduction in resources required to run multiple systems. Fewer applications mean fewer servers, which means less electricity, floor space and HVAC. Fewer systems also mean less support from IT, resulting in either less staff or a smaller requirement for shared services.

Certain features will lead to greater cost-savings at different phases of the e-discovery. For example, by adopting a single application that includes a robust early case assessment (ECA) feature, firms and corporations can reduce their long-term storage expenses, since they will be able to

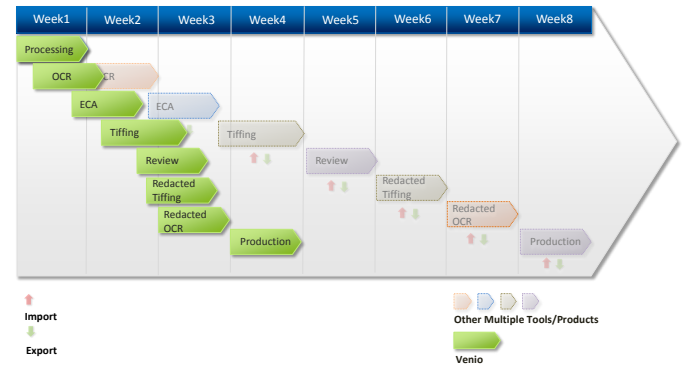
quickly cull out massive amounts of non-responsive data. An effective early case assessment can also provide a successful proportionality argument at a “Meet and Confer,” further reducing the size of the necessary data set. ECA also helps to assess the potential value of a case and can create a predictable cost model.

GREATER EFFICIENCIES

An integrated software solution can also save significant time, particularly if it has a flexible workflow process that allows users to move from one stage of e-discovery to the next without exporting and importing data. Disparate systems require users to move data from one application to another, and these manual processes open the door to potential errors. Users may fail to save or transfer files correctly between systems, or data may become corrupted or altered in the process. Moving data from system to system also takes time, both for the actual transfer and to account for the delay between completion of one stage and the commencement of the next one. The legal team can also decrease time spent identifying and fixing any errors caused by manual processes.

VENIO INTEGRATED SOLUTION

Consolidate the entire e-discovery process using a single application



With the right workflow tools in an integrated system, the team can quickly identify gaps in data and make sure that everyone is working on the right files and stages at the correct time and in the proper order.

With a single system, law firms and corporations will also minimize the amount of time spent on software negotiations and purchases. Purchasing technology, particularly multiple systems, often involves many stakeholders, such as IT and procurement. The process is not only time-consuming, but can be frustrating as well.

REDUCING RISK

An integrated approach can improve risk management and create a more defensible e-discovery process. When data resides within one system and in a single repository, it is much easier to track. The opportunities for files to get lost or overlooked are minimized. Attorneys will also be able to establish an unbroken chain of custody more easily. A more defensible process reduces the risk of sanctions related to spoliation or other issues, along with the resultant cost of defending (or paying) those claims.

When a single application can be used for the entire e-discovery lifecycle, the data is also more secure. Data that resides behind the firewall of the firm, company or trusted provider will be at less risk of accidental or deliberate misuse than data that must be moved between applications.

Additionally, it is not always easy to get applications to work well together. An expert (who is rarely inexpensive) may be required to evaluate and harmonize disparate systems so they integrate into a workflow. Wrong decisions often require work to be redone when applications' input and output are incompatible. At a minimum, using a variety of applications can require extensive time to conform the data to another system. And if there is a problem, involving more companies can create complicating and counterproductive tendencies, such as finger pointing and blame shifting.

MOVING TO AN INTEGRATED SOLUTION

Adopting a new, integrated solution can require a significant investment of time, training and resources, and law firms and legal departments should proceed thoughtfully before adopting any new software. The ability to articulate the advantages of a single solution will make it much easier to get buy-in from all required stakeholders. Quantifying time and cost savings can help create a particularly compelling case.

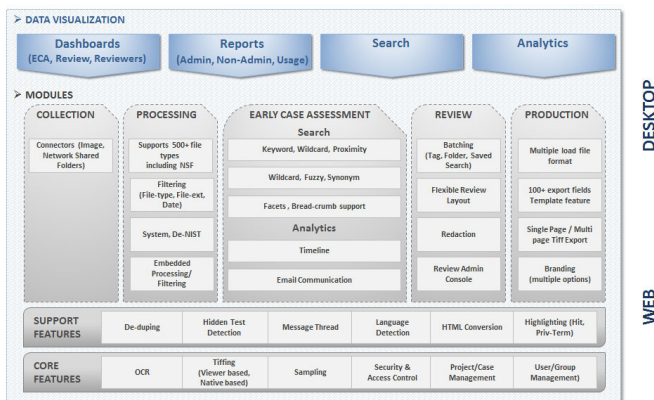
All parties need to carefully consider the value proposition of any product to ensure that they will see a return on their investment and that the application can provide all the features they are looking for, both immediately and in the future.

Software providers should have proven track records. No firm or company wants to spend the time and money switching to a system that the vendor will not support or that is not nimble or scalable enough to meet changing needs.

Security is a critical consideration, and firms and companies should be sure that their data will be safe and accessible at all times.

Training and support are also important. The more intuitive a system is, the less training will be required. However, some training should be included in the implementation plan. Stakeholders should consider their own people and culture to be sure the training that users receive will be adequate and meet everyone's needs and comfort level.

FUNCTIONAL ARCHITECTURE



CONCLUSION

Using disparate software systems can increase costs, take a great deal of time and leave information open to security breaches and potential claims of spoliation from the other side. A single integrated approach that encompasses all the benefits of a robust system, including processing, ECA, analytics, first-pass review, review and production will deliver all the advantages of multiple solutions in a single system, including higher project velocity and reduced overall cost.

THE VENIO SOLUTION

The Venio Integrated eDiscovery Platform is a single source solution for processing, ECA, analytics, first-pass review, re-view and production. It has a flexible workflow whereby in one seamless product users can move from one part of the application to another without the hassle of exporting and importing data between multiple products. Attorneys can quickly identify all participants in a case, identify gaps in email communications and sift through hundreds, thousands and even millions of documents without toggling between different screens and applications. Venio is the single source for all your processing, ECA analytics, first-pass review, review and production needs. The Venio Integrated eDiscovery Platform is easy to deploy and requires limited training. It is scalable and cost-effective. It delivers the power to cull and review data quickly so users can deploy larger projects internally. Venio can deliver more than 60 standard reports on a project or custodian level—all behind a secure firewall. The platform also encompasses an intuitive and easy-to-use web-based assessment tool, which is the key to reducing large document review bills.

FEATURES OF AN INTEGRATED APPROACH

When looking for an integrated software system, legal teams should research applications that can manage an e-discovery project, ingest data, perform early case assessment, conduct a first-pass review and host for review and produce in multiple formats. Throughout the process, the application should be able to produce reports that allow users to see at a glance what the status of the project is, at both a high level and a granular level.

Features of an integrated software application to consider at each phase of the project include:

► Processing

The right solution should be flexible, easy to install and scalable across multiple computers. Choose a program that can process any size of data set in a wide range of native formats and process a limitless level of attachments while filtering out file extensions and file types as data is loaded into the program.

► Early Case Assessment

Look for a solution that provides robust ECA, including intuitive, visual data about the case, custodians, their

relationships and other types of information, with the capabilities to start the process even before ingesting data. This will reduce the data set and allow the legal team to understand the parameters of the case and make informed decisions early in the life of the matter.

► Analytics

Robust information about email and social media connections allows for quick and defensible reductions in the size of data sets and delivers detailed case information early in the process.

► First-Pass Review

To filter out non-responsive data at the next phase, a tool with a proven method to conduct technology-assisted review or predictive coding is requisite. The application should be able to produce defensible, guided searching that can recognize “fuzzy” search terms, synonyms, wildcards and non-processed documents.

► Review

Data should be hosted in a scalable, secure, simple-to-use platform that enables review teams of any size to perform document review quickly and easily. Speed is an often-overlooked element, since the faster pages can be viewed, the faster reviewers can complete their work.

► Ability to Produce in Any Format

Adversaries require produced documents in any number of formats, and the ability to deliver in a variety of ways can be key to strategic discovery discussions with the opposing parties.

► Ease of Workflow

Use of an integrated eDiscovery platform reduces costs significantly by allowing service providers to optimize their current workflow while working at a higher velocity. The integrated platform makes it unnecessary to move data back-and-forth between applications, reducing training time and increasing efficiency throughout the process.

► Reporting Capabilities

Law firms and legal departments will need a solution that provides for thorough, flexible reporting features at every stage of the e-discovery process. This allows supervising attorneys and project managers to be sure that the e-discovery matter is proceeding on schedule and to address issues as soon as they arise.