

## CONTACT

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## PEOPLE

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## RELATED CAPABILITIES

Cybersecurity, Data Breach & Protection

# E-DISCOVERY & INFORMATION GOVERNANCE

In today's world, information moves at the speed of light. Organizations are routinely (and sometimes exclusively) using email, text messaging, and social media to communicate. In addition, important corporate data frequently exists only in the digital world. Challenges faced by law firms, in-house legal departments, and executive leadership include knowing how to properly store, preserve, locate, search, leverage, and produce this information. In a world where cases can be won or lost on a single email, let us help you find the needle in the haystack.

## E-DISCOVERY

We offer several services in the area of electronic discovery (more commonly known as e-discovery), and in matters involving electronically stored information (ESI), primarily to in-house corporate and organizational legal departments, and to other law firms. All services are specifically tailored to the needs of each individual client, and encompass everything from litigation readiness all the way through trial.

### Litigation Readiness & Best Practices:

- Data retention policies and protocols
- Bring-Your-Own-Device (BYOD) policies and protocols
- Acceptable use policies and protocols
- Social media policies
- Internal investigations involving electronically stored information
- Pre-case assessments
- e-discovery vendor and software selection and deployment consulting
- Organizational e-discovery-related risk assessment audits

### Pre-Trial & Litigation:

- Legal holds and preservation letters
- Third-party preservation letters

## E-Discovery & Information Governance

- Early case assessments
- Meet & confer / pre-trial conference e-discovery issues
- e-discovery requests and interrogatories
- Third-party service provider discovery issues
- Social media discovery
- Stored Communications Act issues
- e-discovery vendor and software selection (litigation & trial support)
- Search methodology and defensible search
- Data forensics process management
- Document review and coding process management
- e-discovery briefing & motion practice

Our services are based on the premise that attorneys are generally not technologists, and are frequently ill-equipped to handle matters that include a heavy concentration of technology concepts. As a law firm's outside e-discovery counsel, we make it possible for law firms of all sizes to have a dedicated e-discovery team at their disposal, without the overhead of hiring full-time experienced e-discovery staff in-house, which can be both hard to find and cost-prohibitive.

### INFORMATION GOVERNANCE

Our information governance practice is designed to help organizations of all types and sizes implement policies and procedures to effectively and defensibly manage their electronically created and stored information. Our services are custom-tailored to the specific needs of each client, and can be implemented at any stage of the organization's lifecycle. Services are offered in both comprehensive and modular formats, giving clients exactly what they need to implement the best and most compliant operating practices possible. Our information governance services include:

- Audits of existing information governance practices and procedures
- Compliance audits (related to information governance)
- e-discovery-related risk assessments
- Internal investigations involving electronically stored information
- Litigation readiness
- Legal hold procedures
- Policy drafting and implementation, including:
- Data retention policies

## E-Discovery & Information Governance

- Bring-Your-Own-Device (BYOD) policies
- Acceptable use policies
- Social media policies