Clearwell Early Case Assessment Solution

THE BENEFITS:

General Counsels, attorneys, and litigation support professionals within enterprises and law firms realize significant benefits by using the Clearwell E-Discovery Platform during early case assessments to:

- Accurately estimate e-discovery time and cost at the onset of the case

- Rapidly identify key custodians and relevant evidence

- Quickly asses case facts to determine best case strategy

- Better prepare for the keyword negotiation during the Meet & Confer

- Meet court appointed and FRCP deadlines

The Challenge: Weeks Delay Ascertaining Case Facts and Determining Case Strategy at the Onset of a Legal Matter

Early case assessment (ECA) has gone from a "nice to have" to a "must have" as legal practitioners have realized the need to quickly and accurately estimate the scope of e-discovery, prepare for meet & confer conferences, and assess case facts to evaluate risk and settlement value. In addition to informing better case decisions, early case assessments also provide the foundation for substantial legal cost reductions. According to industry studies, 90.5% of legal professionals believe that early case assessment is critical to reducing e-discovery cost in their organizations[1], however most organizations still don't have solid e-discovery procedures in place and the technologies needed to support them.
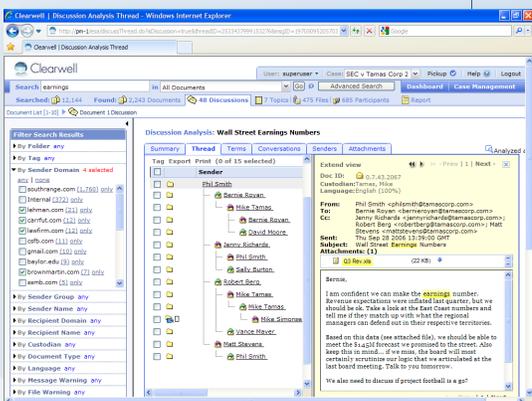
The traditional approach to e-discovery provides very little visibility into the volume and makeup of case data bound for processing and review and lacks an effective method for rapidly accessing the relevant case information at the onset of a legal matter. This makes it almost impossible to accurately scope the time and cost of e-discovery and evaluate the case facts at the beginning of a case. Without this knowledge legal professionals are forced to make "fight or settle" decisions with incomplete information, which often results in sub-optimal case decisions and significantly higher legal risk and costs throughout the case.

The Solution: The Clearwell E-Discovery Platform®

Discussion Threads
Automatically links emails into threads enabling rapid analysis and identification of case facts

By providing rapid access to case facts and industry-leading search and analysis capabilities, Clearwell accelerates early case assessments from weeks to hours. Key capabilities of the Clearwell E-Discovery Platform include:
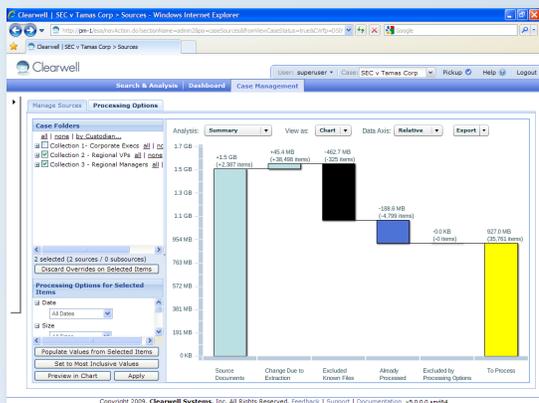
Analyze emails, attachments, and documents in minutes: Clearwell is operational in less than 25 minutes, allowing legal teams to begin their e-discovery process immediately and understand the context of the case across the entire data set. Clearwell rapidly processes the case data that is identified, preserved, and stored on files shares or dedicated NAS using existing collection methodologies. In addition, Clearwell can easily be configured to analyze the data on live data sources (such as archives, Microsoft Exchange Server, etc.), if required.

Accurately scope e-discovery budget and timeline: Clearwell's Pre-Processing Analytics visually summarize overall document set characteristics and present detailed analysis by custodian, timeline, volume, and file type. This rapidly confirms that all case data has been collected and provides detailed statistics used to accurately estimate e-discovery budget and timeline.

Clearwell

Pre-Processing Analytics
Provides data statistics prior to processing enabling accurate case budget and timeline estimates.

"With Clearwell we have instituted e-discovery best practices including a streamlined e-discovery workflow and strategic early case assessments, leading to significant cost savings."

JEFF NEUMEYER
V.P. AND LITIGATION, OFFICEMAX

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Discover exactly who knew what, and when: Clearwell's Discussion Thread feature links together all related messages including all replies, forwards, CC's and BCC's, and provides a chronological thread of the entire discussion. By tracing the thread, legal professionals can quickly identify all participants involved, and determine who knew what, and when.

Conceptually understand the data: Clearwell's topic clustering utilizes patent-pending linguistic algorithms to automatically organize documents into specific topics, enabling users to quickly analyze all documents related to a particular subject.

Quickly discover the most relevant evidence to your case: Clearwell's Transparent Search delivers a new set of search features that enable a more defensible and collaborative e-discovery search process and allow users avoid excessive false positives and identify the truly relevant data rapidly. The identification of pertinent information is further accelerated by Clearwell's Relevance Rank feature, which considers the unique properties of documents to return the most relevant information first.

Simultaneously perform multiple searches: Clearwell's Multiple Query Search enables users to run large numbers of queries simultaneously and provides reporting for both the overall search and the individual queries within the search. Large numbers of queries can be tested in minutes, not days, dramatically decreasing the time needed to perform and evaluate keyword searches.

Rapidly complete first-pass review: Clearwell's Decision-Tree Tagging provides a multi-layer tree structure that directs reviewers into key decision points, preventing errors and minimizing the number of clicks needed to accurately tag documents, threads, or entire search results. Attorneys can review documents online and in native format without requiring each application to be loaded on a workstation thereby streamlining the early case assessment process.

Quickly identify all custodians: Clearwell's People Analytics feature analyzes individual and group-to-group communications within a company or to customers, suppliers, and partners, allowing users to easily access a list of top custodians for a collection or specific search.

Easily identify pertinent code words: Clearwell's Term Analytics leverage natural language algorithms to analyze noun phrases, which help users uncover secret project names and code words that may be relevant to a case or investigation.

Effectively prepare for the meet & confer: Clearwell provides the ability to easily sample and test keyword searches in preparation for the Meet & Confer. Clearwell's automatically generated Search Report documents all search criteria and provides detailed analytics of the results. The report tracks search terms and variations that were included and excluded, providing a defensible audit trail of conducted searches.

To schedule a demonstration, contact a Clearwell sales representative at **sales@clearwellsystems.com**, or call us at **877.727.9909.**

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