

# DOCUMENT REVIEW SERVICES

## THE IN-HOUSE ADVANTAGE

### BEST-IN-CLASS MANAGED REVIEW

In-house document review services maximize efficiency and minimize cost by seamlessly integrating with legal and litigation support teams. At Faegre Baker Daniels, our document review managers (DRMs) are attorneys and employees of FaegreBD, not contractors. They apply advanced review techniques to find critical documents quickly and comply with discovery requests cost effectively.

### SUPERIOR PROJECT MANAGEMENT

FaegreBD provides top service through efficient project management integrated with our legal teams. The advantages of using our document review team rather than outsourcing include:

#### Greater Efficiency

- Our DRMs work on an “as-needed basis” and only bill time spent actively managing each project.

#### More Accountability

- Our DRMs are directly accountable to the legal team for the budget, quality and on-time performance of all projects.

#### Technical Knowledge

- Our team leverages kCura training in using Relativity and case-specific knowledge to select the appropriate tools for the best results.

#### Subject Matter Expertise

- Our DRMs work closely with specific FaegreBD legal teams and are uniquely positioned to meet the workflow demands of those teams.

#### Continuity and Availability

- FaegreBD DRMs remain available for follow-up work and questions from the legal team — even if the document review process is challenged by the opposition months later.

### BEST PRACTICE-BASED REVIEW PROCESSES

#### Project Initiation Consulting

- We can design a review protocol and select a coding structure that will maximize speed and accuracy, anticipate issues review attorneys will encounter, and minimize quality control time.

#### Documentation to Assure Defensibility

- We keep a complete copy of all review materials (including dates of updates), record reviewer training sessions, and log questions and answers from individuals and team meetings. Reviewers added to the project can quickly get up to speed, and the team reviews the project log daily to increase consistency and defensibility.

#### Two-Part Sampling for Quality Control

- We use a combination of statistical and judgmental sampling to find both unknown errors and likely and known errors. We emphasize the quality control review of potentially privileged responsive documents not marked privileged before production.

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## CUSTOMIZABLE PROJECT REPORTING & BUDGET TRACKING

FaegreBD provides daily or weekly reporting to help you understand your project's progress, meet deadlines and stay on budget. Reports include detailed breakdowns of:

- Overall review progress and expected completion dates.
- Review progress by custodian or data source.
- Coding breakdown by customizable categories.
- Comparison of actual expenses to date against budget.

## TECHNOLOGY ASSISTED REVIEW (TAR) TO SAVE TIME AND MONEY

FaegreBD can help you use TAR powered by Relativity's analytics to find relevant documents more quickly and reduce review costs by defensibly eliminating non-relevant documents from review. The process includes:

### Relativity Assisted Review (RAR)

- Uses relevance scoring to reduce the number of documents you need to review. Manually code a few batches of documents for relevance, and Relativity categorizes the rest for you as likely to be relevant or not relevant.

### Email Threading

- Reduces the number of documents for review by using email threading to review and code complete conversation threads.

### Domain Parsing

- Eliminates emails from junk domains from review and isolates emails to or from law firm domains to easily identify privileged documents.

### Near Duplicate Analysis

- Uses Relativity analytics to locate near duplicates of privileged documents — such as the same document in a slightly different form or format — and assure that they are withheld and logged.



***Our commitment to guarding clients' confidential information is demonstrated by ISO 27001 certification of our information security management system, including the e-discovery systems used to store and process client data. ISO certification was performed by Schellman & Company.***

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