



Leverage SaaS for Law Firm eDiscovery

How Law Firms Can Benefit from Enterprise Evidence
Management Tools

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E-Discovery—the costs, risks, and opportunities

Coping with e-discovery is one of the top priorities for managing partners of virtually every multi-practice law firm in the country. The volume and complexity of corporate litigation—the bulk of your caseload—and the electronic discovery required to support it, are growing at a startling rate.

There are more cases to manage, more documents to review, more jurisdictional variances to master, and more regulatory hurdles to leap. Today, more and more of the relevant documents in every legal matter are in digital form. So e-discovery is a fact of life. Handling the volume under enormous deadline pressure while avoiding the risks of inadvertent production are stiff challenges. Without some sort of information management system that retains privileged designations and enables you to leverage prior document reviews, you are locked into an endless, inefficient cycle of discovering and reviewing the same documents.

The tipping point—changes to the Federal Rules of Civil Procedure

The outside counsel for a prominent technology company in the storage hardware and software space has been deluged lately with calls from their clients. They've heard that now they have to save all their emails and can never get rid of them. Of course, that's a gross over simplification of changes to Federal Rules of Civil Procedure (FRCP). But the changes are important and they affect any case pending in a US Federal court—and, of course, any case that will be filed. And they definitely raise the bar in terms of what companies and their outside counsel are expected to do regarding electronic information as it might pertain to litigation. (For more detailed information about the impact of FRCP changes, please download our white paper: The Federal Rules of Civil Procedure Adapt to a Digital Age.)

Evidence management—the foundation for FRCP-compliant ESI

Many corporations are turning to evidence management platforms to meet the growing burden of exploding, litigation-relevant ESI. Supported by advances in information technology, evidence management applies the principles of process efficiency to every stage of discovery—making it a repeatable business process. A repeatable business process is reasonable and defensible, which is exactly what companies need to be compliant with FRCP guidelines. But evidence management—and the software tools that enable it—may be even more beneficial for law firms. For example, with a evidence management-enabled ESI strategy, you can present in a pre-discovery conference the guidelines you use to identify relevant information in cases similar to the one under discussion.

A repeatable business process makes document review much more efficient—reducing strain on staff resources and making it easier to bring short-term, contract attorneys up to speed more quickly. It also helps control the primary source of risk to your clients—and liability to the firm—inconsistent designations concerning relevance and privilege. And when your clients are subject to regulatory review, you can give regulators access to your evidence management repository, removing the burden of search and review from your staff. Evidence management can put your law firm in control of e-discovery in spite of the crushing document volumes and unrealistic deadlines with which you routinely cope. It can substantially lower cost and risk while boosting responsiveness.

What does an evidence management platform look like for law firms?

An evidence management platform features a unified repository, automated, rules-based workflow, and audit capabilities that enable you to effectively capture, share, manage, and store information. During review, all annotations, redactions, and designations become part of the evidence metadata. Instead of treating each new

Evidence management—not just for the enterprise

For law firms, an evidence management platform can:

- Provide simple, powerful tools that are easy to learn and use
- Shrink the number of tools needed to conduct e-discovery
- Develop a repeatable business process based on flexible workflows that accommodates support staff, attorneys, and partners
- Reduce the risk of inadvertent production risk for clients while decreasing liability for the firm
- Deliver faster service more cost effectively, improving client relationships

matter as a one-off entity, you can reuse information effectively and leverage prior document reviews—planning rather than reacting and delivering much faster response to your clients. When electronic discovery is approached in this way, you build a “library” of accuracy and prior use that makes validation incrementally more cost effective, rigorous, and consistent over time. Beyond substantially reducing risk for your client, this goes a long way towards eliminating the possibility of lengthy disputes over claims to privilege or post-production relief. This efficiency doesn’t just apply to document reviews. It is equally applicable to collections of documents that were assembled for previous cases. You can reuse the results of prior document searches, which means your attorneys can be up to speed much faster on related matters.

**For more information
please call us at
1-800-714-2727
or email
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SaaS versus licensed evidence management platforms

A case can be made for either option, but here are four compelling reasons to choose a SaaS evidence management platform:

- **Security**—With a SaaS repository, you never have to worry about external parties behind your firewall, compromising the integrity of your information systems. If you are compelled by the court to share a repository with opposing counsel, it’s easy to limit discovery access maintaining privileged designations and avoiding inadvertent production.
- **Collaboration**—Large cases require multiple law firms and hundreds of attorneys and support staff to collaborate. If you’re the lead firm, managing evidence management—not just for the enterprise that collaboration can become incredibly complex—consuming valuable time and scarce resources. On-demand solutions scale easily to accommodate hundreds or even thousands of simultaneous users with multiple data access levels. There’s no equipment to buy or additional software to install.
- **Start up cost**—Deploying and integrating a licensed evidence management platform with your technology infrastructure brings with it significant upfront costs—before any ROI is achieved. With an on-demand solution you can be up and running in less than a week. Plus, quickly scaling the number of users and documents is easy and doesn’t consume your own IT resources.
- **Predictable pricing**—With a licensed solution, IT maintenance and capacity upgrades complicate budget forecasting. But leading on-demand providers offer a monthly fee based on total project requirements that also includes support services such as training. When litigation activity spikes, you’ll avoid a similar spike in cost.

The Next Step

With a comprehensive evidence management platform, you can manage e-discovery more efficiently and cost effectively than ever before while meeting the challenges of FRCP compliance head on. To learn more about evidence management, please visit www.CaseCentral.com or call us at 800-714-2727.

This white paper was developed by CaseCentral, the leader in evidence management.