LITIGATION
SUPPORT SERVICES

LexTrado
Legal Exchange

LITIGATION SUPPORT

E-DISCOVERY

Today, critical information is increasingly stored in digital formats. This poses a significant challenge when gathering evidence for civil litigation.

E-Discovery is the process of obtaining digitally-stored information relevant for pre-trial motions as well as trials themselves. This includes e-mail, instant messages, word processing files, spread sheets, social media and all other forms of electronic content stored on desktops, laptops, file servers, mainframes, smartphones, employees' home computers, and a variety of other platforms.

Companies which fail to produce the necessary electronic data timeously, face the risk of paying millions in sanctions and fines – not to mention loss of revenue and the impact on corporate reputation.

E-Discovery is increasingly representing a substantial portion of the litigation process and LexTrado is a trusted service provider for legal process outsourcing (LPO) and legal project management (LPM) in this space.

Consider this
o   Close to 90% of all information is created electronically
o   Millions of transactions of legal relevance are being conducted electronically, but only 30% of all information makes it to paper
o   60-70% of companies cannot validate the accuracy of their internal data

The data challenge
The sheer volume of data involved in E-Discovery raises serious challenges for companies and legal teams alike. Here's a snapshot view of data volumes routinely encountered:

o   1 Megabyte (MB) of data = 71 pages
o   1 Gigabyte (GB) = 71 000 pages
o   The average person has 10 GB of e-mail data and 20 GB of data
o   That's an average of 2 130 000 pages per person
o   If each page is reviewed for 30 seconds, that's 17 750 hours of review alone

Under pressure
Manually reviewing such high volumes of data places intense pressure on legal teams. This leaves room for error, and causes legal fees to escalate exponentially. Other challenges include:

o   The need to eliminate duplicate and irrelevant data
o   Dealing with multi-jurisdictional data with widely dispersed legal teams
o   Multiple data forms requiring specific software to be read and accessed
o   Lack of adequate search tools
o   No audit log on reviewers
o   Inability to deliver real-time feedback on progress
o   Inability to generate reliable reports

1 IDENTIFY DATA **2** COLLECT DATA **3** PROCESS DATA **4** REVIEW DATA **5** REPORT ON DATA

DIGITAL CASE MANAGEMENT

In many instances, law firms as well as investigation firms are required to investigate or analyse large quantities of documents or digital evidence. Many firms does not permit hosting of external client data on their internal systems for obvious reasons such as independence, security breeches, contamination, reliability etc. Some firms do not have the capability to process or host such large quantities of data.

LexTrado's DCMS allows clients to host this data for the duration of their project and our high speed scanning facility allows for expedient back record conversion of manual documents into searchable digital format.

We are also able to migrate digital information in various formats such as documents, excel, PDF files, and diverse email formats into the system so that clients are able to review this wide range and often conflicting data formats in our external platform.

After the original intake of the data or documents our platform permits the client to directly upload, source and sort documents on the system via scanning directly into their case/ matter project or emailing the documents into the platform. Since the system agent integrates with the local explorer it also permits a copy of the data directly into your case.

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DIGITAL ESCROW SERVICES

LexTrado Digital Escrow Services enables clients to upload data, which forms part of an Escrow Agreement between parties, into a secure storage and hosting centre. In this environment, the uploading, downloading, accessing and changing of the data is all strictly controlled in accordance with the agreement between the parties involved.

LexTrado's offering is set apart by the capacity to extract the digital fingerprint of all data uploaded to the system, along with any data added subsequently. This ensures the integrity, reliability and originality of all data can be validated to the highest international standards. This service can be white-labelled and provided to your client as an additional service offered by your firm.

HOSTING

LexTrado's hosting facility is available for clients to store their servers in a secure environment or to alternatively host their services on our virtual server network as a redundancy system or automatic back-up.

LexTrado is also able to assist in liquidation matters and business rescue proceedings. All server and desktop information of the insolvent, or party under administration, is hosted for the liquidation or rescue agent, as well as authorised creditors, in order to wind up their financials.

DIGITAL COLLABORATION ROOM

This is a secure, auditable environment for parties involved in sensitive negotiations in relation to, inter-alia, mergers and acquisitions, date review or controlled discovery/handover of data.

DATA VAULT

LexTrado's Data Vault services provide clients the facility to host, store and exchange data in a secure and independent platform. This allows for the uploading and downloading of large datasets from any location in the world. The storage and exchange of the data is left to be managed by the client, with LexTrado providing security, backup and access control.

This system is ideal for clients needing a secure facility for the exchange of information (typically too large or sensitive for normal transfer) with a client or team members. It operates in a similar way to cloud-storage services such as DropBox, but with the important distinction that the client has complete control over who has access to the data, where the data is being stored, and who is responsible for managing it.

VIRTUAL DATA ROOM

This online storage platform securely hosts sensitive data for projects, offsite, without the risk of internal discovery, unauthorised access or breach of confidentiality.

DOCUMENT CONVERSION

If you are involved in a complex enquiry, integrated legal notes or are just being overwhelmed by the volume of your own business documents, LexTrado can convert large quantities of physical documents into usable electronic data.

We scan all document types, converting images of text into characters with optical character recognition (OCR) technology. This enables you to effortlessly search and manage information in a usable database. LexTrado converts your paper documents into any electronic file format, as per your unique requirements.

We use high-resolution, high-speed scanners which can be deployed to your business premises or at our facility. Documents can be electronically indexed to a rate of near-perfect accuracy for data searches.

Our team of experienced data capturers can also create an index of all scanned data. An electronic copy of the data can be supplied to be uploaded to your internal ICT system, or LexTrado can host it for you in a secure data hosting centre. This enables you to effectively review, manage and access your critical business information at all times, from any location.