

THE INTEGRATED DOCUMENT REVIEW CHECKLIST

When assessing an Integrated Document Review offering, please use the following elements as a baseline for an effective program. If fewer than all are in place, you should be careful to test that the offering will meet your needs:

- ❑ **One-stop shop:** Everything needed is provided by one provider and they are incentivized to drive cost from the process for you.
- ❑ **Accountability:** The integrated review provider is a single point of accountability with experience to ensure satisfactory completion.
- ❑ **Predictable pricing:** You will have a choice of predictable pricing options, providing control and transparency over the total cost of document discovery. Pricing options should include, at a minimum, per-gigabyte and per-document prices.
- ❑ **Integration with counsel:** From the beginning and throughout the review, substantive guidance is solicited from counsel with a defined feedback loop to share findings with counsel.
- ❑ **Substantive guidance is effectively leveraged during the review.** Apart from workflows such as training, the review technology should provide an effective means of integrating substantive guidance from counsel, for example, through a reference set concurrently displayed to the reviewers.
- ❑ **Technology:** The integrated provider should own and actively develop the e-discovery and review technology. Sophisticated review technology should provide speed and accuracy. Outside counsel and in-house counsel should have concurrent and seamless access to the documents during the review.
- ❑ **Flexible and secure review teams:** Experienced review teams that can scale up or down for any matter, and secure review locations and procedures.
- ❑ **Defensible processes:** One of the reasons to use one integrated provider from collection and processing through review and production is to preserve the integrity of the process; the integrated provider must be able to document defensibility and testify to it.
- ❑ **Project management:** Expert project managers manage the process and are a central point of contact, providing regular, customized reports on the review status.
- ❑ **Quality control:** Regular quality testing ensures accuracy in the review. Quality control must effectively integrate outside counsel.
- ❑ **Modular and expandable approach:** A broad range of e-discovery services are provided so you can choose to add more services, such as collection, structured data collection and analysis, industry expertise, and technology customization.
- ❑ **Global reach:** An ability to perform collections around the globe as well as host and review data outside the U.S. You should also consider expertise on privacy laws, especially in European countries.
- ❑ **Statistical sampling:** Industry best practices for statistical sampling (as outlined by the Sedona Conference) are followed.