

The e-discovery process can be overwhelming...

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RVM has the answers
that will work for you.

Strategic Services - RVM's strategic services are for organizations that recognize the threat of litigation and the consequences of not being "Litigation Ready". RVM's teams of industry experts will examine your organization's data and help define the most cost effective and efficient solution.

Education Services – Process and Technology Training for Legal, IT, and Management

- Technical Training for attorneys: Legal professionals can learn enough about technology to understand the language used by their IT counterparts, as well as accurately and effectively describing an organization's IT infrastructure to a judge or another lawyer.
- Legal Training for IT professionals: IT professionals can learn enough about the law to understand the language used by their legal counterparts and why their processes and procedures could one day be the difference between litigation sanctions and victory.

"Realistic" Email & Records Management

- Assessment and consulting in order to redeploy or reconfigure existing software solutions to better manage retention and/or disposition of 80% of the email and files owned by knowledge workers.
- RVM will make recommendations based on its assessment and help your organization understand how it manages its email and file data, focusing on practical strategies for discarding unwanted data within your current software environment.

E-Discovery Solutions Planning

- As an independent vendor, RVM will provide advice as to the best software solution available for companies such as yours for archiving, active data management, review, analysis, production and/or presentation.
- RVM will make recommendations based on its assessment and help your organization define an e-discovery solution whereby people, process, and technology are combined in the most cost effective fashion.

Tactical Services - RVM's tactical services team analyzes specific conditions to ensure that your organization is making complete and accurate statements throughout the entire discovery process. From prepping for the "Meet & Confer" to validating your organization's legal hold procedure, RVM's experts will help bridge the communications gap between legal and IT.

Mock "Meet & Confer"

- Role-play with counsel and IT against expert adversaries to test your team's knowledge and consistency and in the process, prepare them for the types of questions they will likely face at a "Meet & Confer".
- RVM will work with counsel and IT professionals to make sure legal and IT understand each other and are providing consistent responses for questions that are likely to be asked.

Mock Discovery

- If you ask about electronic discovery processes in your organization and are told "it's covered", find out for sure by issuing a fictitious, targeted legal hold notice to document and audit the process.
- RVM will test the consistency of your legal and IT teams' execution with a mock discovery.

Data Inventory – Prep for "Meet & Confer"

- Rule 26(b)(2)(B) provides two basic classifications, accessible and "not reasonably accessible without undue burden or cost". Organizations must have a clear and defensible posture in order to manage both cost and expectations across all of their pools of electronically stored information.
- RVM will work with IT to inventory your pools of discoverable information and your IT deponents to respond appropriately at the "Meet & Confer".

Legal Hold Notice Audit/Validation

- Ensuring compliance with a legal hold doesn't stop with sending the notice and following up with the custodians; it has to extend to your organization's IT processes and procedures.
- RVM will review your legal hold notice and assess whether each requirement is effectively executed. RVM will verify that processes such as automatic disposition have been stopped, the proper tapes have been retained, day-forward email and files are being preserved, etc.

Custodian Identification

- Identifying the most relevant players early in any litigation provides tremendous cost savings. Organizations need skilled investigators to understand the scope and pervasiveness of the issue at hand.
- RVM's team of investigators does more than just look at the corporate org. chart. RVM uses both traditional and electronic investigation techniques to identify the most relevant custodians and the sources of data they control.

Forensic Data Collection

- Forensic data collection can be the difference between winning and losing. This is more than just "imaging some drives". Forensic data collection is the entire process by which information is gathered, so that it can be admitted as evidence.
- RVM's team of investigators will gather all of the necessary evidence in a forensically sound fashion, using tried and true police evidence collection doctrine combined with the latest tools and technology.

Responsive Services - RVM's responsive services streamline the complex and often overwhelming data management processes associated with today's litigation. From investigations, forensic collection and data reconstruction to de-duplication, filtering, and keyword search, RVM's team of investigators, project managers and support staff has seen it all. RVM's top-notch staff, combined with RVM's own Revelation software, provides the team and tools necessary to deliver your most difficult projects - on time, under budget, and with the accuracy and completeness, you expect.

Custodian Investigation

- Depending on the nature of your case, understanding who the custodians really are can make the difference between winning and losing. Be it a class action or an employment related claim, it is critical to know more about the relevant parties than just which computer they use.
- RVM's investigators offer the complete scope of investigative services, from computer monitoring to visual surveillance and background research.

Event Recreation / Data Reconstruction

- The foundation of any investigation is the ability to accurately and completely prove that a series of events took place, in a specific time sequence, and were conducted by a given set of individuals. The ability to recreate these events, either through forensic reconstruction or traditional investigation, is key to any case.
- RVM's team of forensic and traditional investigators has the experience to gather the evidence and present it to a judge or jury in a consistent and defensible fashion.

Dedupe / Filtering / Search

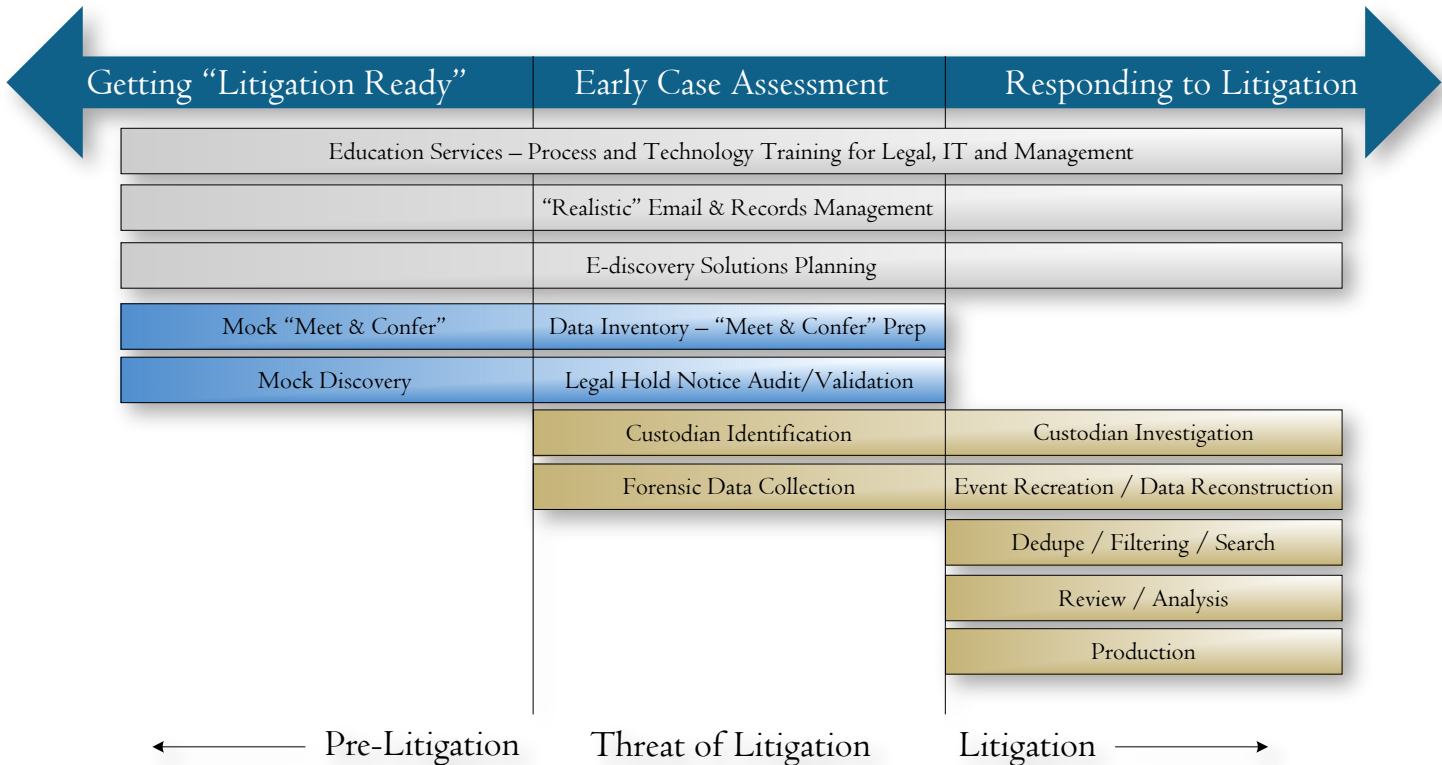
- Accurate and complete culling of the data through de-duplication, date filtering, and keyword search saves organizations thousands of dollars, not only in processing costs, but more importantly, in the reduction of attorney review costs.
- Revelation, RVM's proprietary litigation support platform, provides extraction for over 185 files types, extensive foreign language support, and advanced processing of Outlook PST files, Office Documents, Lotus Notes databases and Novell Groupwise with extraction of embedded items and full text while preserving both metadata and the original source. The platform offers flexible culling based on industry standard de-duplication algorithms, user defined date ranges, and robust search based on phrase, Boolean, proximity, phonic, stemming, numeric, wildcard, fuzzy, and conceptual logic.

Review / Analysis

- Quickly making the most relevant information available for review is paramount to success. From early case assessment to privilege and relevancy reviews, time is of the essence. Transferring data from place to place, vendor to vendor, and attorney to attorney is time consuming, costly, and error prone. By using a single vendor for collection, processing, and hosting, the time, cost, and chain of custody can be more tightly controlled.
- RVM offers online, hosted review in a variety of formats (native, TIFF, PDF) with complete security and resiliency from its hardened data center.

Production

- Data processing, data conversion, and printing services are available from many companies and these services are becoming commoditized. However, unlike a commodity, they are not all the same. The difference lies in a vendor's quality control processes, integrity, and customer service.
- Revelation can render data to TIFF or searchable PDF, can produce in native file format, can generate Concordance and Summation load files, and can export to the EDRM.net XML standard. Working with RVM's project managers and technical staff, custom load files and delivery formats can be generated. In addition to providing the data in a pristine, usable format, RVM prides itself on its rigorous QC efforts, from ingestion to media delivery - ensuring that the data is maintained with a tight chain of custody, and is accurate and complete.



READY! SET! GO!

RVM's team of experts, including industry savvy consultants, top-flight project managers and seasoned support personnel, has the experience to help your organization get "litigation ready", to perform meaningful early case assessments and to help you reliably collect, process, filter and produce evidence. RVM's services focus on three logical stages in the litigation support spectrum:

- **Getting "Litigation Ready"** - Getting litigation ready means that your organization knows where and how its people, information, and processes operate, and that the necessary controls are in place to reliably preserve and produce the appropriate documents.
- **Early Case Assessment** - Early case assessment involves judgment. Judgments are made based on facts. Employing a well thought out methodology that includes understanding your technology, people and processes, will help your organization assess the merits of each case and determine the most appropriate legal strategy.
- **Responding to Litigation** - Responding to litigation requires an organization marshal all the necessary resources to successfully and cost-effectively defend itself. E-discovery is increasingly a major part of any defense and requires effective and complete processing of extraordinary volumes of information.

The e-discovery component of any litigation can be expensive. However, with the implementation of well thought out processes, the use of available technology and trained experts to "get ready", to "get set" and "to go", the increasing costs associated with e-discovery can be controlled. This leaves you with time to focus on winning your case and not on the details of how much you are spending to restore antiquated, 5 year old backup tapes.