



## eLitigation Solutions, Inc.

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The One Source for all Your Discovery Needs



**One Source**

## **eLitigation Solutions**

### The One Source for all Your Discovery Needs

At eLitigation Solutions, we are experts in electronic discovery from collection to archival and we are the industry experts in reprographic projects. The resulting flexibility allows us to save our clients time and money due to the single source and elimination of miscommunications between vendors. eLit's highly trained and experienced professionals handle all aspects of the project.

*At eLit, we do it all and we do it well.*

#### **Electronic Discovery**

- ◆ Forensics
- ◆ Data Collection
- ◆ Data Assessment
- ◆ Filtering
- ◆ Deduplication
- ◆ Foreign Languages
- ◆ Web Hosting
- ◆ Native File Review
- ◆ Productions
- ◆ Data Archival

#### **Paper Discovery**

- Scanning ◆
- Copying ◆
- OCR ◆
- Blowbacks ◆
- Endorsements ◆
- Exhibits ◆
- Oversize Exhibits ◆
- Tiff Database ◆
- Coding ◆
- Printing ◆



Accurate Deliverables  
One Time, Every Time  
Advanced Technology  
Exceptional Project Management

**The eLit  
Advantage**

Award Winning Company

Rigorous Quality Control  
Excellent Client Service  
Experienced Teams  
Continuous Process Improvement



# eLit Advantage

**Full Service Company**  
One Source for All Your Needs

**Excellent Client Service**

**Advanced Technology**  
Well Designed,  
Repeatable Processes

**Strength and Agility in  
Innovating Solutions**

**Experienced Individuals  
Working as a Team**

**Best Practices**

**Cost Containment**

**Continuous Process  
Improvement**

**Goal Oriented**  
*"Starting with the End in Mind"*

**Accurate and On Time,  
Every Time**

**Exceptional Project  
Management**

eLitigation Solutions, Inc. is the most comprehensive end-to-end provider of high quality electronic discovery services designed to create and sustain a strategic competitive advantage over your opponents through advanced techniques, exceptional quality of service, excellent project management, innovative and defensible leading edge technology and the agility and flexibility to move quickly and efficiently to address issues requiring custom solutions.

eLitigation Solutions is dedicated to lowering the total discovery costs with innovative early case assessment and analysis, cutting edge cost containment methodology and highly experienced, skilled technical and project management teams dedicated to maintaining standards while employing quality control and cost reduction strategies.

At eLitigation Solutions, Inc, we deliver the best solutions at an affordable cost accurately and on time, every time.

# Data Reduction

## eLitigation Solutions

### The eDiscovery Data Reduction Funnel

eLitigation Solutions employs the latest in cutting edge technology to reduce the collection to only the files required to meet the document production specifications. Client interviews by eLit's exceptional project managers allow a design which ensures the resulting collection is the smallest review set possible.

**1** Data is forensically collected from all identified sources and enters the funnel in the ingestion phase.

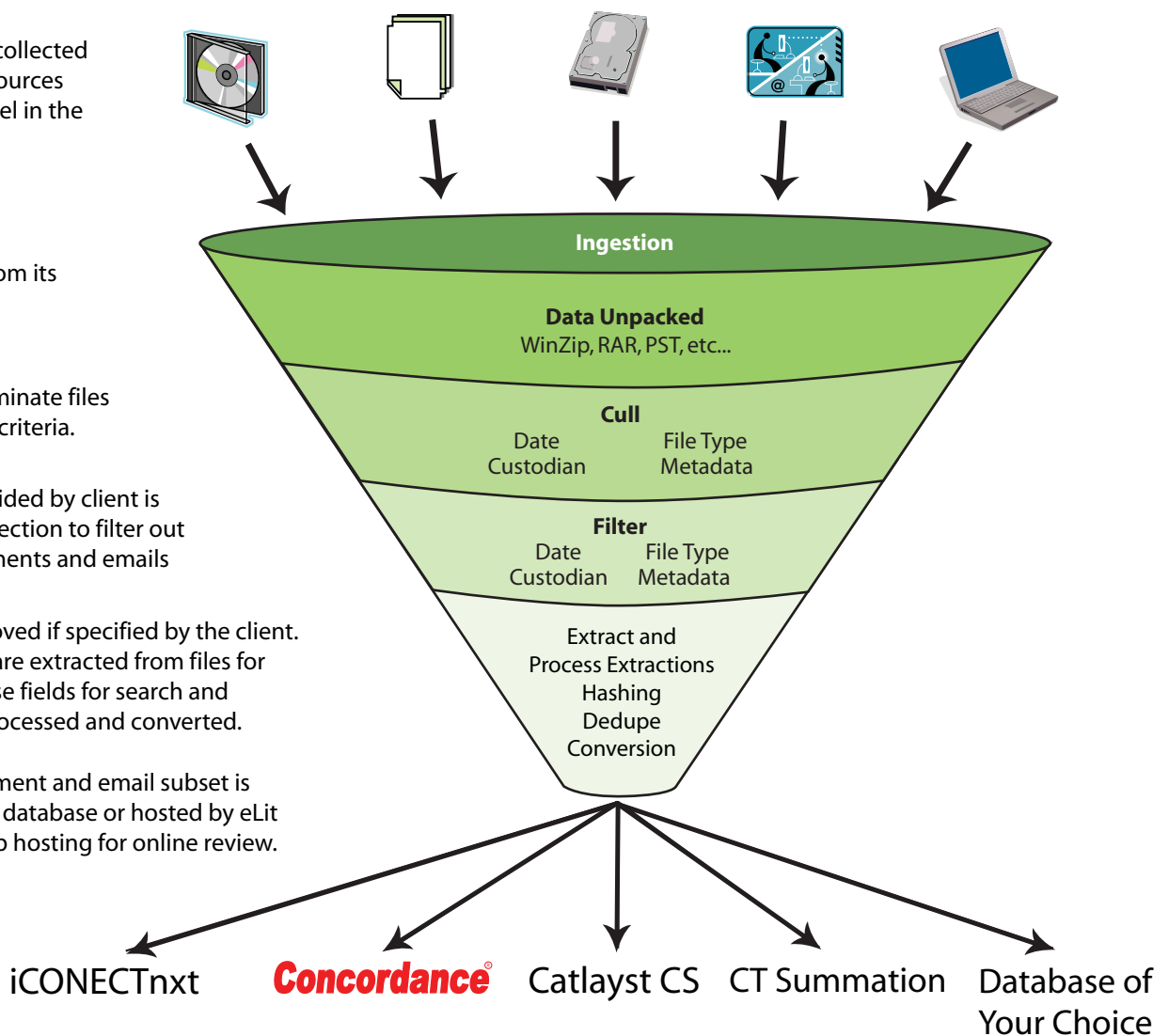
**2** Data is expanded from its compressed format.

**3** Data is culled to eliminate files based on objective criteria.

**4** Search criteria provided by client is applied to data collection to filter out unnecessary documents and emails

**5** Duplicates are removed if specified by the client. Metadata and text are extracted from files for inclusion in database fields for search and analysis. Files are processed and converted.

**6** The resulting document and email subset is loaded into a client database or hosted by eLit on iCONNECTnxt web hosting for online review.



# Electronic Discovery

## eLitigation Solutions Electronic Discovery Services

eLitigation Solutions, Inc. offers full end to end expert electronic discovery services from collection to production.

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- |  |                           |   |
|--|---------------------------|---|
| ◆ <b>Data Collection</b>               | ◆ <b>Online Hosting</b>   | ◆ <b>File Deduplication</b>                       |
| ◆ <b>Data Filtering and Extraction</b> | ◆ <b>Scanning</b>         | ◆ <b>OCR</b>                                      |
| ◆ <b>Metadata Extraction</b>           | ◆ <b>Bates numbering</b>  | ◆ <b>Document Productions</b>                     |
| ◆ <b>Native File Review</b>            | ◆ <b>Labeling</b>         | ◆ <b>Logical Document<br/>Break Determination</b> |
| ◆ <b>TIFF Conversion</b>               | ◆ <b>Indexing</b>         |   |
| ◆ <b>Foreign Languages</b>             | ◆ <b>On-site Services</b> |   |
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eLit will collect the data, filter it to remove duplicates and unnecessary files, place the documents in the review tool of your choice and take care of all aspects of document production. Hosting of data is offered for online review using iCONNECTnxt to access documents and emails through a web site.

Utilizing the latest in technology with custom solutions designed to meet the needs of your project, the eLit professionals will ask the right questions to provide the smallest and most targeted collection for you to review in tools allowing the most strategic and targeted analysis of your electronic document collection.

Once the collection is identified, metadata and text are extracted from the files and imported into the database or hosting service of the client's choice. Data can be premarked for potentially privileged documents based on a set of search names and other terms.

### **File Transfer (FTP)**

} FTP or File Transfer is used to transfer data from one computer to another over the Internet. Clients and their eLit professionals can send or receive files by clicking on a link provided by eLit. It is a simple process that can allow the immediate exchange of data. File Transfer can be used to deliver original data, productions, sample files and any other time sensitive data.

# Web Hosting

## eLitigation Solutions

### Web Hosting: The eLit iCONNECTnxt™ Advantage

iCONNECTnxt is an online web review tool offered by eLit that enables firms to search, organize, and review electronic and document discovery information from a website. You can access the case documents and emails from any location allowing case teams in different geographical areas to collaborate easily and rely on information provided by the team to analyze the document collection and develop strategy for the case.

When it comes time for production, easy searches based on the tagged review designations placed by your case team define a set of production documents with confidence. Because eLit is able to offer all services, you simply make one call indicating it is time to produce the documents and you will be provided with a perfect set of document produced to your specifications.

iCONNECTnxt can accommodate electronic only collections, image collections or a combination of electronic and paper documents. eLit can scan and create images of your paper documents and include them in the collection allowing you search and analytical capacity throughout your entire collection of documents and emails.

#### The eLit iCONNECTnxt™ advantage offers you:



##### **Native File Review**

See documents and emails in their native applications displayed in an easy to use web site with features designed to increase review productivity.



##### **Security**

Nine levels of security ensure your confidential documents are safe.



##### **The Power of Oracle®**

iCONNECTnxt™ is powered internally by Oracle® with the speed and capacity to manage even the largest cases containing million of records and terabytes of data.



##### **Exceptional Project Management**

from professionals trained to ask the right questions to ensure the goals of the case team are supported by the processing strategy and the design of the online review tool.



##### **No software necessary**

Easy access using Internet Explorer.



##### **Expert training**

offered to allow a quick start to an efficient review project.



##### **Document Productions**

available in any electronic or traditional format.



# Paper Discovery

## eLitigation Solutions

### Paper Discovery Services

eLitigation Solutions is the most experienced and highly qualified choice for your scanning and reprographic needs. With years of experience in all aspects of reprographics, eLit's specialists are the most experienced and knowledgeable in the industry. eLit has the capacity to handle all aspects of your project resulting in the ability to seamlessly handle cases that include both electronic and reprographic elements.

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- |                              |                        |                           |
|------------------------------|------------------------|---------------------------|
| ◆ <b>B&amp;W Copy</b>        | ◆ <b>Bates Numbers</b> | ◆ <b>Binds</b>            |
| ◆ <b>Oversize Copy</b>       | ◆ <b>Labeling</b>      | ◆ <b>Mounts</b>           |
| ◆ <b>Color Copy</b>          | ◆ <b>Tabs</b>          | ◆ <b>Binders</b>          |
| ◆ <b>High Speed Printing</b> | ◆ <b>Exhibits</b>      | ◆ <b>On-site Services</b> |
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eLit employs continuous process improvement and equipment upgrades to provide the most current technology to meet your document production demands.

#### **TIFF Image Database**

Paper documents can be scanned and the resulting images provided in a TIFF Image Database. Image databases can be hosted by eLit in iCONNECTnxt, an online web review tool offered by eLit that enables clients to search, organize, and review electronic and document discovery information from a website.

#### **Rigorous Quality Assurance**

eLit has implemented multiple quality assurance standards and procedures including page by page comparison of the original to the product enforced through a system of checks and balances. Our quality control department guarantees that each and every page will be compared to the original document. This ensures the job passes our strict quality criteria check which includes Page Cut-off, Contrast Problems, Skewed Copy, Missed Pages, Blank Pages and Double-Sided Originals. At eLit, we make sure you receive a perfect product on time and on budget.

#### **On-Site Services**

eLitigation Solutions, Inc, has extensive experience in providing reprographic services at the location of our client's choice through our On-Site offerings. eLit will provide state of the art equipment and expert professionals at any location to take care of your reprographic and scanning needs. Expert project management will be provided to ensure quality execution of the project while meeting each element of your specifications.



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