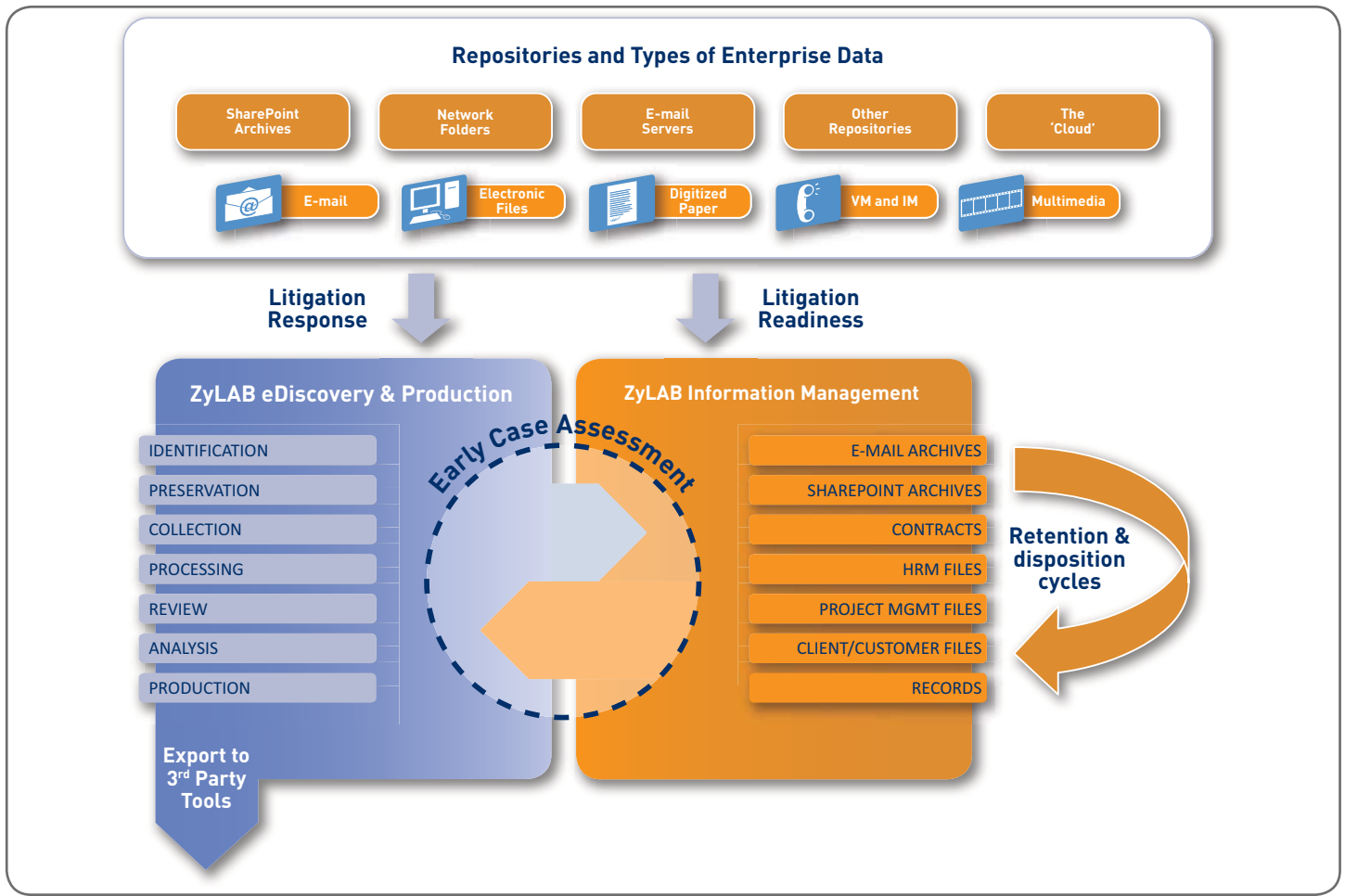




eDiscovery and Production System

The clock is ticking and the meter is running. How do you sift through internal databases, networks, computer systems, servers, archives, backup or recovery systems, laptops, PDAs, mobile phones and pagers to assess your legal risk and defend your organization?



eDiscovery triggers strategic, enterprise information management

Only about 1% of organizations are reportedly prepared for full-scale eDiscovery activities. As a result, the vast majority of organizations facing litigation are forced into a costly reaction mode in order to respond to discovery requests within court-imposed timelines.

The eDiscovery experience often triggers a broader information management initiative championed by executive leadership. While the ZyLAB eDiscovery & Production system is generally implemented to investigate a specific legal matter, it is a solid and robust foundation from which to pursue proactive, enterprise-wide objectives for information management. ZyLAB offers several optional modules to help organizations achieve corporate governance, increase productivity, create a framework for new distribution channels and revenue streams for their archives, and become litigation ready.

Automate eDiscovery in-house, reduce costs, and regain control

In most cases, the review of information for relevance and privilege and the processing of vast volumes of data in preparation for formal legal review are the most expensive elements of eDiscovery—accounting for as much as 50-80% of the budget when using external sources.

The ZyLAB eDiscovery & Production system empowers organizations to properly handle as much of the process in-house as they wish. The system, which has received the highest rating (“Strong Positive”) in Gartner, Inc.’s reports on eDiscovery vendors, simplifies and automates the costly manual processes that were outsourced in the past.



ZYLAB RESOLVES THE NEEDS OF ALL eDISCOVERY STAKEHOLDERS

ZyLAB eDiscovery & Production minimizes disruptions to daily operations and makes it possible for various departments and professionals to work in harmony during the process. IT teams benefit from an automated system to collect potentially relevant files from custodians. Outside counsel can rely on their client for comprehensive and informed input on relevant data. Executives make progress on information management goals. Legal departments regain control of the eDiscovery process.

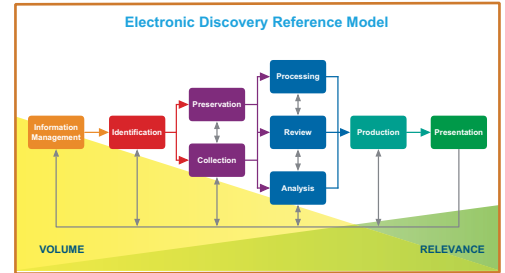


KEY ADVANTAGES OF THE ZYLAB eDISCOVERY & PRODUCTION SYSTEM:

- Perform large, time-critical investigations with more control, less manpower, and in less time.
- Reduce the cost of legal review by automating the organization and processing of documents.
- Unclog the review pipeline by systematically minimizing the quantity of documents requiring manual or external review.
- Enhance data retrieval reliability and find what other systems cannot find.
- Make better, faster legal decisions based on real-time information about your documents and e-mail.
- Scale the system to your environment without incurring volume charges.

ZyLAB follows the flow of eDiscovery and the needs of legal departments

ZyLAB eDiscovery & Production—the most complete, end-to-end system available—provides a user friendly, matter-centric interface tailored to the needs of in-house legal departments involved in eDiscovery. ZyLAB delivers the highest-quality archiving, searching and retrieving capabilities, plus tools to accommodate the interrelationships and contexts of your information.



Source: Socha Consulting and Gelbmann & Associates, (c) 2005-2009.

The ZyLAB eDiscovery & Production system is aligned with all critical EDRM phases and it integrates with leading presentation tools.

In this context, the term Information Management refers to proactively getting your electronic house in order. It may also involve the initial generation of ESI and its final disposition.

Information Management

The ZyLAB eDiscovery & Production system is based upon the ZyLAB Information Management Platform and it includes our complete Records Management & Archiving (RMA) and E-Mail Archiving modules. The system supports millions of dynamic and static files spanning 700+ file formats, 400 foreign languages, multiple servers, 3rd party databases, ECM systems, and even SharePoint® and voice mail--enabling you to perform early case assessments well before legal hold. Having a clear view of custodians, context and 3rd parties at this early stage reduces your legal risk, exposure, and expenses from later stages.

This first reactive eDiscovery step entails pinpointing likely custodians of information, locating potential sources of ESI, and determining the scope, breadth and depth of that ESI.

Identification

The ZyLAB eDiscovery & Production system includes our Workflow Module to fully support the Legal Hold process. After determining relevant custodians, repositories and IT administrators, the Workflow Module helps to implement and enforce the steps required in a legal hold process, including issuing legal hold reports for IT, providing custodian notification, real-time tracking of milestones, and audit and chain-of-custody tools to diminish the risk of court challenges.

Preservation involves ensuring that ESI is protected against inappropriate alteration or destruction.

Collection refers to gathering ESI for further use in the eDiscovery process.

Preservation and Collection

The ZyLAB eDiscovery & Production system includes the Legal Collection Module to automatically copy potentially relevant ESI from network drives, shares, computers, laptops, etc. to a litigation hold server. In addition, it is possible to collect from Microsoft SharePoint®, Exchange®, and other repositories supported by ZyLAB. The module filters files by various criteria to reduce the irrelevant data submitted for processing. Collected data is audited, and a chain-of-custody can be easily created. Standard network and back-up tools can be used for preservation, but the ZyLAB eDiscovery & Production system also works with leading forensic and criminal preservation and collection products.

Processing involves reducing the post-preservation and collection body of ESI to a more manageable size and format.

Review is the evaluation of ESI for relevance and privilege.

Analysis is a more in-depth evaluation of ESI for facts, content and context, including key patterns, topics, people and discussions.

Processing, Review and Analysis

The ZyLAB eDiscovery & Production system provides automated document culling, indexing, negotiated Boolean matching, forensic data extraction, automatic document de-duplication (near and exact), and auto-coding, categorization and foldering.

The Culling Module systematically excludes irrelevant files and separates data into logical groups to accelerate the document indexing process. Compressed or compound (e.g. ZIP, RAR) files are unpacked for further culling, and PST and NSF files are converted into fully-searchable collections of XML, native files for the attachments, and (optional) MSG files. Extract concepts that will automatically organize the data into logical, user-defined categories and folders. For example, files containing a CEO's and attorney's name can be tagged as "Attorney Client Privilege" and excluded from the review collection.

Our Text Mining and Analytics enrich documents with meta data and extract data, concepts, and previously unknown search terms, such as aliases, synonyms, code names, companies, proper names, account numbers, spelling variations, and more. The sophisticated underlying technology helps you facilitate early case assessments, test theories, find patterns, and expose hidden connections between people and data, and even uncover deliberately hidden information.

The ZyLAB eDiscovery & Production system streamlines the review and analysis pipeline with its collaborative, web-based interface from which reviewers may easily annotate files, assign them to other users, set follow-up dates and more.

Production involves delivering ESI to others in appropriate forms, using appropriate delivery mechanisms.

Production

The ZyLAB eDiscovery & Production system helps you meet court-ordered criteria and deadlines to disclose the information that is deemed relevant for outside entities.

Protect confidential data with redaction and privacy tools, and customize the appearance of Bates stamps. Export redacted TIFFs or EDRM XML without altering the original document, or export to litigation software like Concordance®, iCONNECT®, Summation® and Introspect®. Deliver DVDs or external hard drives loaded with relevant data and the ZyLAB search engine.

Sophisticated features to fully investigate the matter

The ZyLAB eDiscovery & Production system includes the flagship ZyLAB Information Management Platform and several feature-rich modules. Available features include:

- Full e-mail and records management for all of your data
- Indexing of compound objects like nested e-mails, compressed files (ZIP), databases, BMPs, wikis, blogs, etc.
- Forensic indexing of file and document properties and incremental indexing of live networked data
- Complex nested Boolean, proximity, quorum, concept, and key field searches
- Fuzzy search (supporting character inaccuracies) and advanced wildcard search (a*, *a, a*a, and *a*)
- Hit highlighting and hit navigation
- Reproducible and reliable relevance ranking
- Automatic language recognition
- Text analysis tools to find semantic links or complex patterns, to create summaries, and to extract entities or hidden concepts
- Advanced visualization tools to see connections among results
- Automatic identification of potentially privileged, responsive and applicable documents, plus the ability to monitor data streams



- A secure framework for sharing documents online
- Capabilities for creating legal reproductions in industry standard formats (XML or TIFF), including redactions and Bates stamps
- Documented best practices and in-house quality control forms to ensure you maintain chain of custody
- Audit reports to prove a defensible methodology was applied.

Minimize disruptions to IT staff and systems

IT professionals find the ZyLAB eDiscovery & Production system offers more advanced and 3rd-party product-compatible features than any other eDiscovery solution on the market. ZyLAB delivers:

An XML-based solution--the most stable, enduring, and open framework available. Any amount of data, in any format, can be stored, searched, and retrieved without the need for expensive and proprietary databases or expensive storage or backup tools. Plus, ZyLAB integrates easily with existing databases, helping your discovery system operate even more efficiently.

Full data processing and (full-text) search-text extraction support for over 700 different file formats, e-mail (PST, NSF), compressed files (ZIP, ARJ), multimedia, scanned paper files and legacy databases.

Automatic recognition and processing (OCR) of bitmaps on hard disk and in e-mail collections for more than 400 languages.

Complete integration with specialized tools like EnCase and common repositories such as Microsoft SharePoint®, databases, and ECM, CRM and ERP systems.

Easy-to-use add-ons. ZyLAB Windows-based tools have simple MSI install scripts as well as browser plug-ins that work over HTTP without the need to open special ports. VPN setup is straightforward, which means the external access needed to review collections is as stable and trouble-free as possible.

A full array of additional tools to customize your solutions, such as records management (DoD 5015.2 compliant), document management, workflow and e-mail archiving.

For a complete list of system requirements, please contact your account executive or visit www.ZyLAB.com.

ZyLAB helps Outside Counsel achieve positive results for their clients

The ZyLAB eDiscovery & Production system adds significant value to organizations facing litigation, but also to their outside counsel.

ZyLAB prevents counsel from being ambushed by unknown liabilities. ZyLAB finds all of the relevant information—even files that have been deliberately altered and concealed. The high recall of ZyLAB technology, coupled with its advanced filtering and de-duplication tools, gives outside counsel the assurance that they have all of the facts.

ZyLAB reduces outside counsel's risk of court sanctions, fines and negative verdicts. With all of the potentially relevant information properly preserved, collected and locked-down in legal hold, outside counsel is relieved of the risk of spoliation (accidental or deliberate) and related court sanctions or fines that can negatively impact the case. Likewise, outside counsel can proceed with the confidence that a defensible methodology was followed.

ZyLAB limits the likelihood of premature settlements. Despite their innocence, some organizations settle cases if they believe the cost of eDiscovery will outweigh the cost of a settlement. ZyLAB brings substantial savings and efficiencies to the client so that they can maintain their legal representation and protect their interests, reputation, and cash flow.

“Many Gartner clients are considering bringing all or part of their e-discovery work in house as a way to control costs and mitigate the risks associated with outsourcing.”

– Gartner “E-Discovery Vendor Pricing: Quick Return on Investment if You Know Where to Look” by Debra Logan and Whit Andrews, April 21, 2009

ZyLAB received a “Strong Positive” rating in Gartner’s report entitled “MarketScope for E-Discovery Software Product Vendors.”

by Debra Logan, John Bace, Whit Andrews, December 21, 2009

“Storing 250 GB of electronic information costs you only \$250. Hiring an external firm to process and review it can cost you upwards of \$1 million.”

~ Dr. Johannes Scholtes, Chief Strategy Officer, ZyLAB

ZyLAB has been positioned by Gartner, Inc. in the “Leaders” quadrant of the “Magic Quadrant on Information Access.”

by Whit Andrews, September 2, 2009

ACCOLADES AND AFFILIATIONS

For more than two decades, ZyLAB has worked with leading organizations in order to advance its information management technology in accordance with market demands. That ongoing commitment has yielded numerous awards and partnerships.



LEARN MORE

To learn more about the full spectrum of ZyLAB's eDiscovery and Information Management technology, call 1-866-ZYLAB-NA (995-2262) or visit zylab.com to find an authorized reseller.

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