



# Consulting Services

Plans, processes and advice to keep projects on track

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While great technology is a key to successful electronic discovery projects, most often it is the people who turn out to be most important. The ability to create a specific execution plan that conforms to the needs of the legal and technical teams is the foundation of any successful project. Implementation of an efficient and defensible process and the ability to react to unexpected changes in project or data parameters can make the difference between facing sanctions and cost overruns and a low-risk, on-budget, on-time project.

Iris' experts understand the behavior of electronically stored information and are capable of assisting clients to proactively manage technical issues encountered in the legal environment enabling an efficient solution to any problem.

## Features & Benefits

### *Iris Consulting Minimizes Exposure by...*

- Creation of a project plan designed to minimize risk
- Coordination of legal and IT
- Developing tried-and-true practices and workflows
- Continuously monitoring projects to ensure deadlines are met
- Advising on meet-and-confers
- Assisting on development of retention and preservation issues
- Ensuring discovery strategy aligns with litigation strategy

### *Iris Consulting Minimizes Expense by...*

- Solid planning to avoid midstream changes
- Ensuring efficiency through every process
- Advising on improved discovery and review strategies
- Negotiating with adversaries for a limited scope

### **Discovery Strategy**

A company's litigation strategy may change substantially on a case-by-case basis. For example, legal teams may choose to cooperate with big corporate adversaries and battle more with individual plaintiffs. Iris can develop and support a discovery strategy that aligns with each matter's particular litigation strategy.

### **Technology Application**

Iris' experts advise attorneys and support staff on the effective application of technology to the discovery process and other related issues such as litigation data management.

### **Communication and Timeliness**

By proactively communicating and coordinating with clients on work flow and project development, Iris' experts ensure deliverables are met on a timely basis.

### **Process Development and Improvement**

Iris' experts constantly identify and implement enhancements to the client experience by regularly reviewing client service procedures and standards related to every project.

### **Information Transfer**

Iris' experts can often serve as the "bridge" between legal, business data owners and IT, ensuring solutions are developed and implemented in an accurate and timely manner.

### **The Result...**

Strategic, comprehensive, and practical solutions to meet the client's needs!

## **Iris Consulting provides the following benefits:**

### **Project Planning**

Every project begins with Iris' experts gathering information to determine scope, size and time frames. The resulting execution plan conforms to the needs of the legal and technical team and is designed towards a cost-effective and efficient discovery process, minimizing risk and providing a legal advantage.

## Determination of scope, size, time frame and litigation strategy through all project phases

Iris' experts confer with client and counsel to understand the location of data, the expected size of the project, deadlines and timeframe, as well as the nature of the matter, the type of adversary, and the litigation and discovery strategy.

## Project monitoring and determination of progress compared to project milestones

Iris' clients can expect to receive communication and reports throughout the process to ensure all project elements are on pace.

## Preparation of discovery responses and participation in meet-and-confers

Meet-and-confers provide an opportunity to negotiate a limited scope of production, and Iris' experts can provide advice and declarations to assist in this cost- and time-saving negotiation. Additionally Iris' experts can provide technical advice to align the discovery and litigation strategy and defend the client's approaches at a meet-and-confer.

## Collection planning and implementation of litigation holds and preservation orders

Iris' experts work with clients to understand where data exists and, in tandem with counsel, help make determinations on what to preserve and collect. Iris can also provide experience-based advice on the most effective and cost-effective preservation and collection strategies.

## Analysis of compliance with discovery requests and preservation orders

Adversaries' responses to discovery requests and preservation orders can be difficult to evaluate. Iris' experts can review responses and advise on the responses by opponents.

## Client system analysis

It is often best to set up systems and processes well in advance of any particular case. Iris can provide expert advice on preservation plans and well as network maps for the client and courts.

## Declarations in support of motions relating to electronic discovery or preservation issues

Iris' experts provide technical opinions in support of its clients' litigation strategy.



## Assistance with 30(b)(6) depositions

Iris' experts can assist with all aspects of 30(b)(6) depositions, from being deposed themselves to helping counsel prepare other witnesses and providing information about where data resides.

## Advising on self-collection

In some cases, such as sites that are highly secure or in a very distant locale, clients insist on collecting data themselves. In these cases, Iris' experts can advise on best practices, potential traps, proper use of software and information related to chain of custody.

## Total Discovery Support

Iris clients can rely on one provider for all areas of litigation support. Iris has expertise in all phases of discovery, and has experience and proprietary technology for steps that other providers outsource such as computer forensics, filtering, culling and online review. All of Iris' technologies include flexible interfaces and are scalable enough to handle any size matter, reducing both cost and risk since data need not be transferred between providers. As a truly international provider—with operations throughout the U.S. and China — Iris can handle projects in any language or any international complexity. The result is a single company with a single integrated solution to handle any litigation support need, anytime and anywhere in the world. Iris Data Services: *Local. Global. Discovery Support.*

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