

Electronic Discovery

Easier, Faster and Less Costly

eDiscovery Services from Iris Data Services

The amount of Electronically Stored Information (ESI) in corporations has grown exponentially in the past two decades, and almost all litigation now involves an element of electronic discovery. The marriage of legal, technical, and financial elements, coupled with the immense universe of data, has made electronic discovery complicated, expensive and inefficient. Corporations and law firms need a trusted partner with the expertise to reduce risk, an efficient process and to trim cost and enough resources to manage any size project on any timeframe. Iris provides all that plus groundbreaking virtual technologies to make all projects easier, faster and less costly

Iris' Electronic Discovery Services Minimize Exposure by...

- ④ Examining and auditing media at the outset of every project
- ④ Unmatched speed and scalability to ensure deadlines are met
- ④ Capability to process almost any language, type of email or file format
- ④ Limited "touching" of data between processes
- ④ Offering multiple production options
- ④ Tried-and-true methods and protocols

Iris' Electronic Discovery Services Minimize Expense by...

- ④ Utilizing a step-wise approach to adapt to the realities of the data and the matter
- ④ Taking advantage of virtualization to significantly increase throughput and lower costs
- ④ Flexible de-duplication and re-population strategies to reduce review and maximize production efficiency
- ④ Organizing data in meaningful groups to speed review
- ④ Seamless delivery from processing engine to review application
- ④ Native review and/or productions
- ④ Faster technology limits wasted billable time

Iris' electronic discovery process encompasses:

Intake

All electronic media received by Iris is first examined, checked-in and entered into a tracking database to ensure that it is handled properly and securely through every step in the process and that any special handling requirements are met. An Evidence Auditor provides a level of additional review before the media is delivered to Iris' lab for analysis.

Early Case Assessment Services

Iris uses proprietary early case assessment strategies and software to securely and defensibly reduce the volume of data and eliminate extraneous file types. This dramatically reduces the cost of discovery by limiting the amount of required processing and document review. Through these processes, Iris provides full and detailed iterative analyses, enabling legal teams to adjust processes and defensibly optimize decisions regarding what requires review.



Iris' Early Case Assessment Services reduces review sets with a combination of:

- De-duplication
- File filtering
- Categorization
- Forensic pre-culling
- Searching
- Iterative reporting

Processing

Iris Data Services' best-of-breed technology captures the full text plus more than 100 types of metadata from email, attachments and loose electronic documents in over 150 different languages. Iris' proprietary processing software, *Unity™*, is capable of processing almost any type of file, recognizes image files (such as PDF, TIF and JPG) without text for OCR, parses any type of embedded object, and maintains multiple level document hierarchies to ensure the most accurate data extraction possible.

Unity™ was developed to take advantage of today's technological breakthroughs in virtualization and global software development. It runs on virtual servers tied to individual microprocessor cores which work in tandem to give Iris unprecedented scalability and speed.

Iris' virtual-machines process divide work amongst each of its units, then collect the product from each and organize it into its proper order. For example, a quad-core processor can run up to four processing servers simultaneously and complete a unified task at a much higher rate of speed.

As a result of its commitment to virtualization, Iris can process electronic documents much faster than its competitors.

Preserving and safeguarding the integrity of client data is paramount; thus Iris' infrastructure and processing environment is a SAS-70 Type II certified, highly restricted, scalable environment and designed in accordance with electronic data processing best practices and quality control procedures.



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Foreign Languages

Iris' proprietary technology can not only display, search and process in more than 150 different languages, including Chinese, Japanese, and Korean, it can automatically detect the language of origin and index the document accordingly, allowing for more efficient searching and more effective assigning of documents. Iris is capable of processing languages in several Unicode formats in addition to non-Unicode single and double-byte formats. Furthermore, Iris' intelligent searching processes are capable of adjusting terms to be run over left to right, right to left, and other language-specific syntax.

Email

Iris processes data from a variety of email server and client applications in its native format, including Microsoft Exchange (EDB), Outlook (PST), Lotus Notes (NSF), cc:Mail, Thunderbird and more. Iris is also capable of processing non-standard email formats such as Eudora, MBox, Group-Wise, Netscape and others by using industry-leading conversion techniques. Emails can be processed and grouped on a customer-defined basis and Iris captures all mail items regardless of its originating folder (sent items, inbox, deleted items, etc.) or message type (contact, task, calendar event, etc.) in order to allow the clients the flexibility to review only what they deem necessary.

Production

Iris Project Managers and Consultants work with clients to determine the optimal form of production for their case based on the expectations of opposing parties; court or regulatory-mandated requirements; the relative risk of inadvertent production; difficulties in redacting and tracking of native files; and the relative costs and burdens involved.

Native Productions

Production in a "native" format can be cost effective, as file conversion becomes unnecessary. Native productions, however, also provide access to all associated metadata so an additional level of review is necessary as such metadata could contain privileged information that should not be shared. Iris works with its clients to mitigate this risk and is familiar with the requirements of regulatory bodies such as the Securities and Exchange Commission and divisions of the Department of Justice. Iris' native production services include the following:

- Reconstitution of PST, NSF and other container files
- Scrubbing of metadata within native files
- Naming native files with client-specified production numbers
- Hybrid productions to support redactions and minimize cost of converting large files such as spreadsheets and presentations

Image Productions

Images such as Tagged Image File (TIF) and/or Adobe Portable Document Format (PDF) formats are the most common forms of production. Images have the advantage of being a static format that can be Bates numbered and redacted, and it is also harder to accidentally alter the data and easier to control the metadata that is produced. However, because files must be converted, image productions often require additional processing time and cost and it is often necessary to produce accompanying text and/or metadata.

Iris works with its clients to ensure that the best process is selected for each individual matter, and privileged and irrelevant information is never disclosed.



Iris: One Company, One Solution

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., Asia and Australia—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: One Company, One Solution.*

