



# epiqsecurity

**Information governance is a cross-disciplinary program for managing an organization's data and information in a comprehensive and unified fashion. Information governance is not a product or a single service or solution. Rather, it is an initiative: an ongoing effort to manage information from multiple perspectives with multiple objectives. Epiq is at the forefront of information governance and has been providing "IG" related services for almost a decade.**

## Relativity Legal Hold

Relativity Legal Hold is a robust platform (hosted by Epiq) that automates issuing, tracking, managing, and releasing legal holds. Using a template-driven process, holds can be tailored to each type of litigation and investigation an organization has. Additionally, custodian questionnaires can be built, thus enabling powerful information-gathering activities to be automated and tracked. A "portal" enables serial custodians to see, at a glance, all the legal holds to which they are subject.

## Legal hold process development and improvement

Epiq works with organizations to create a consistent and defensible legal hold business process. Epiq experts work with clients to create effective notices and custodian questionnaires tailored to the organization's unique litigation and discovery profile. We help create workflows to

address potentially discoverable sources of data, whether custodian or non-custodian oriented. In addition, Epiq consultants have experience in implementing most leading legal hold software systems and will incorporate any such tool into the overall business process.

## Litigation readiness/eDiscovery readiness assessment

Many organizations are unsure where to start and do not know how to create a process or program to address eDiscovery. The assessment for eDiscovery and litigation Epiq provides evaluates a client's current approach to eDiscovery and identifies major risks and gaps. Recommendations are provided on how to remediate them and a roadmap is provided to address the eDiscovery requirements of the organization rooted in "right-sizing" the eDiscovery response plan an organization should develop and implement.

**People. Partnership. Performance.**

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## Discovery process design

Based on the results of the litigation/eDiscovery assessment or as a stand-alone engagement, this service entails developing the policy and procedures for the organization and its outside counsel and service providers to use to execute discovery. From the triggering event to production, Epiq sets out the details for identification, preservation, collection, review, and production of electronically stored information (ESI), using defensible processes, policies, procedures and technologies.

## ESI data mapping

Epiq has developed a proprietary consulting process for creating an inventory of the various systems and repositories likely to be subject to discovery in litigation, investigation, or government audits. Employing a well-defined methodology, Epiq gathers critical details about certain systems and repositories and memorializes that information in a report that can be used by counsel to conduct discovery, build eDiscovery processes, and create an information governance program.

## Expert testimony

Epiq consultants and forensic professionals provide expert testimony support to legal counsel in a number of areas, including meet and confer conferences, support for motions to compel or motions for protective order, defense of process against spoliation sanction motions and Rule 30(b)(6) testimony.

## Control cost and risk during discovery

Early case assessment analyzes key data in the case enabling the legal team to elevate the Rule 26(f) discussions from a necessary task to one of the most strategic events in the discovery process lifecycle. Search term development turns your search strategy into a significant component of the overall blueprint for controlling costs and risks associated with discovery and document review. Epiq can increase the rate of review by using case facts and analysis-based evidence profiles to organize and prioritize review assignments and review workflow.