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Corporate communication that teaches rather than preaches.

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E-Discovery: Taming Duplicate Documents

Contact: Sean Bell, LexisNexis Applied Discovery
(425) 467-3000 | sean.bell@applieddiscovery.com | www.lexisnexis.com/applieddiscovery

One of the biggest challenges attorneys face in discovery is how to efficiently and effectively handle the multitudes of duplicate documents. As the number of electronic documents increases, speeding review time of large record sets — whether they be duplicates, documents in a family group (such as multiple document in a .Zip file), or conversation threads — is critical to meeting tight production deadlines.

Without the tools needed to manage these duplicates, the review team may end up spending an extraordinary amount of time double checking to make sure that all duplicates were coded the same during review.

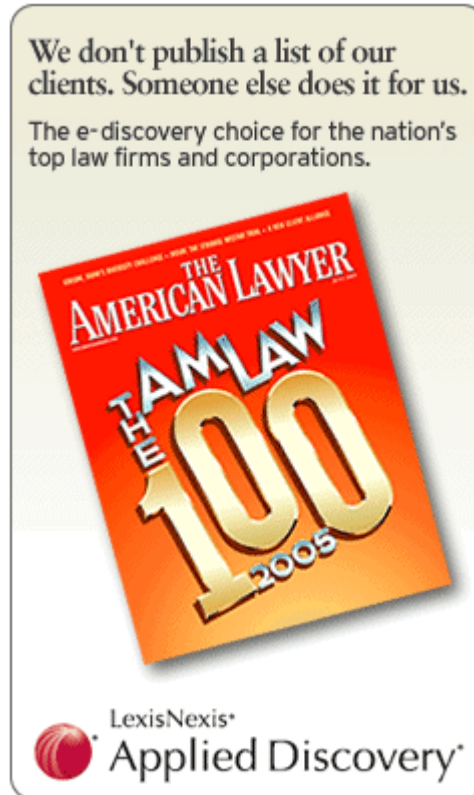
CONSIDER THIS HYPOTHETICAL

In one case, the CEO had sent an e-mail with an attached spreadsheet to 12 members of the executive team. Not only does that same e-mail exist in 13 different custodians folders, that spreadsheet does as well. If the reviewer assigned to review the CEO's documents determines that the e-mail and the attachment are privileged, it is likely that all instances of both the e-mail and the attachment be considered privileged, too.

The experts at LexisNexis Applied Discovery understand and have incorporated functionality into its award-winning Online Review Application to help increase reviewer productivity, flexibility and ensure consistency in your document review.

BULK TAGGING

Using the Online Review Application, reviewers can use "bulk-tagging" functionality to apply consistent codes to duplicates, family groups and conversation threads — and even annotations — across the entire set of review documents. In addition, Applied Discovery provides features within the application to audit duplicate documents to ensure that all documents have been coded appropriately.



ADMINISTRATIVE RIGHTS

The criteria for managing duplicate documents is different for every case. At the beginning of every project, our Account Managers help our clients develop a strategy and communicate that to the review team to streamline the document review. Based on that strategy, the client can use our Online Review Application to set up custom administrative rights across the case to ensure that reviewers are adhering to the review rules of the project.

INCREASED REVIEWER PRODUCTIVITY

On average, we are seeing an at least 25 percent increase in the number of documents reviewed by each reviewer. In one case, over 80 percent of all reviewed documents were bulk tagged, resulting in a much larger productivity increase.

To learn more duplicate document management and bulk tagging, contact me or your local [Electronic Discovery Specialist](#).

P.S. SAMPLE E-DISCOVERY ACTION PLAN

Applied Discovery has created a Sample Electronic Discovery Action Plan to help you navigate the sometimes daunting world of E-Discovery. This plan includes ***tips on preventative maintenance, what to do when litigation is pending or imminent, after litigation is commenced, and after receipt of document request.*** [Click here](#) to request a copy to help you develop an effective electronic discovery action plan for you and your clients today.

Sean Bell
Senior Director, Product Development
LexisNexis® Applied Discovery®
13427 NE 16th Street
Suite 200
Bellevue, WA 98005
(425) 467-3000
sean.bell@applieddiscovery.com
www.lexisnexis.com/applieddiscovery

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