

Documents to be Collected

Function: To summarize the documents to be collected onsite and provide a guide to collecting attorneys to streamline and focus the document collection efforts.

Documents to be Collected will also help Inhouse Counsel coordinate with the necessary people in the client's organization to make sure responsive documents are located with minimal disruption to the business.

Key Considerations:

- The list of **Documents to be Collected** should be comprehensive, but easily understandable.
- Outside Counsel should consider characterizing the requests broadly by category and subject rather than on a request-by-request basis.
- Documents that were not requested, but may be helpful for case preparation, should be included in the **Documents to be Collected**.
- A copy of the actual document requests should be appended for attorney reference.
- A copy should be provided to personnel at the company who would benefit from reviewing it, such as the individuals participating in guiding the collection efforts.