



LexisNexis® CounselLink® Legal Hold
Easily manage this complex process...
and ensure compliance

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In an environment of increasingly stringent regulatory demands, corporate legal departments are faced with the monumental task of preserving actual and potential evidence—or risking sanctions, evidentiary exclusions, adverse inferences by a jury, or unfavorable judgments. Identifying and notifying custodians about this duty to preserve requires labor-intensive management and tracking.

LexisNexis® CounselLink® Legal Hold is a software solution that is designed to help legal departments like yours streamline and manage legal holds. The software automates the legal hold notification process from start to finish.

With CounselLink® Legal Hold, you can:

- ▶ Track custodian acknowledgements to ensure accuracy and compliance
- ▶ Automate the legal hold notification process and monitor it from end to end
- ▶ Demonstrate that appropriate steps were taken to avoid spoliation of evidence
- ▶ View all custodians and their statuses, for a single hold

The legal hold notification process is complex and labor intensive—but easily managed when you use CounselLink Legal Hold.

Execute legal hold notifications with confidence

- ▶ Integrates with your corporate HR system to ensure custodian lists are accurate and updated
- ▶ Offers easy notification acknowledgement—no need for custodians to log in to CounselLink
- ▶ Allows for notification both within and outside your organization from the CounselLink service

Track and monitor notifications end to end

- ▶ Compiles an auditable trail of notifications—highlighting areas that require follow-up
- ▶ Offers easy resending of any notification to one or more custodians
- ▶ Automates periodic emailing of notification reminders, as often as you wish

Ensure appropriate custodian participation

- ▶ Offers customizable surveys that custodians can complete during the hold period
- ▶ Complements your corporate HR system to help you preserve relevant information before the computers of employees leaving the company are wiped clean

Understand how legal holds impact your business

- ▶ Flags and identifies each matter being held
- ▶ Collates all data to generate instant reports, statistics and trends

CounselLink Legal Hold is a fully integrated module within the CounselLink® platform providing law departments with a comprehensive legal management solution that supports matter management, e-billing and legal holds.

The screenshot shows the CounselLink interface. At the top, there's a navigation bar with 'Legal Holds' selected. Below it, the 'Legal Hold Overview' for 'Smith v Jones' is displayed. It includes fields for 'Legal Hold Title', 'Legal Hold ID', 'Opened Date', 'Litigation Type', 'Associated Matter', and 'Description'. There are also buttons for 'Edit', 'Release', and 'Export'. Below the overview, there's a 'Notifications' section with a table showing notification details.

Type	Initial Sent Date	Last Reminder Date	Status	Acknowledged	Preserved	Undeliverable
Notification	03/11/2011	03/20/2011	Active	2 / 5	1 / 1	0
Legal Hold Reminder	03/14/2011	03/14/2011	N/A	N/A	N/A	N/A
Acknowledgment Reminder	03/14/2011	04/04/2011	N/A	N/A	N/A	N/A

Learn More >



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