

**With no need for your staff to manage document loading, databases or other IT-centric tasks, Xpiori removes the pain and challenges of document handling, leaving you to focus on the legal aspects of your case.**

### **Early Case Assessment and Scope Management**

Each project begins by performing a thorough analysis of the matter and goals for the data collection process with all appropriate parties, internal and external. For large matters where concerns arise regarding the acumen of the opposing party or about meet and confer requirements, Xpiori experts provide comprehensive onsite data identification services. With years of in-field experience, performing IT assessments in conjunction with the case scope, Xpiori's eDiscovery specialists understand the areas where crucial documents may be stored. Working with your IT department, these experts determine likely candidates for cataloging, preservation and collection, helping perform very early case assessment.

### **Data Cataloging**

Our experts understand how to bridge the language barrier between IT and Legal, and consult with the IT staff responsible for key system areas containing potentially relevant data to determine what systems perform what roles, helping counsel to rule these in and out of scope. This helps provide the basis for preservation and collection project plans and prepares counsel for meet and confer conferences.

### **Data Preservation**

Because of the temporal and transitory nature of computer data, time is usually of the essence. Executed quickly and effectively, the goals of this critical step are to take custody and protect the data in a format that does not alter metadata and allows for defensible extraction, should you have to rely on it for review and production. There are sometimes cost implications with large scale preservation orders, and it is important that both counsel and IT be aware; our experts advise where preservation steps can become potentially far reaching and burdensome.

### **Data Collection & Harvesting**

Onsite or offsite, forensically or non-forensically, our experts produce a detailed data collection and harvesting project plan to ensure agreement on scope of work. Once counsel signs off, the plan is implemented exactly to ensure proper and complete execution, following chain of custody and supporting any later needs for testimony to defend the data collection process.

Collection can be performed either remotely or on site. Data collection efforts can include laptops, desktops, hard drives, flash drives, Blackberries, backup tapes, file servers, email servers, and databases. Where appropriate, Xpiori will dispatch its fully encrypted portable data storage silos, onto which the client can load previously harvested information. Xpiori personnel can guide the collection process remotely as needed and permitted. These silos can gather many terabytes of information simultaneously and help keep data acquisition costs under control.

If onsite collection is required, acquisition may be either fully forensic or targeted, depending on case requirements and the types and volumes of data. Regardless of which method or combination of the two is used, Xpiori personnel perform acquisition with the utmost care and attention to detail. Full documentation, including chain of custody, is maintained at all times. This chain of custody continues as the data is processed, with each processing decision made by the software being fully logged and fully auditable.

## **Data Extraction, Forensic Data Analysis and Data Recovery**

### **How it works:**

Upon arrival at Xpiori's secure data center, all data is logged into the central case management system. Data is then ingested into the **OrcaTec Document Decisioning Suite™**.

Document processing is hardly ever without challenges, whether it be from corrupted, encrypted or password protected files. OrcaTec's software isolates these files from the main body of documents allowing these to be dealt with separately without the need to interrupt the main document assessment.

As required, Xpiori can provide expert analysis on the content and history of the data. A file can be traced back to its original creator, showing the history of any and all modifications along the way. A hard drive can contain multiple partitions and our experts can work through any encryptions. This report is essential for dealing with usability issues in court.

The **OrcaTec Document Decisioning Suite™** will recover all files that may have been backed up, corrupted, hidden or deleted from the naked eye.

Should you have to produce non accessible data (i.e. backup tapes), Xpiori's Forensic Team can help with the recovery process. Restoring backup tapes can be a costly endeavor. With more than 30 years' experience in this area alone, Xpiori's experts (who provided testimony on backup tapes at the famous Coleman vs. Morgan Stanley trial) can advise best access techniques and whether the tapes are really required. Often through strategic selection of key backups, the volumes of data needed for restoration can be significantly reduced, providing significant cost savings not only in tape processing costs but also in downstream document review volumes.

### **Continual Case Assessment**

As data is being ingested, the next level of early case assessment continues at Xpiori, with a real-time breakdown of documents, custodians, domains, dates and other key metadata being identified.

Once text extraction has commenced, the patent-pending Clustering technology in the **OrcaTec Document Decisioning Suite™** starts to provide a breakdown of

topics, conversations and dates, as well as identifying documents that are near duplicates and duplicates. The documents tell the reader what they are about, allowing counsel to perform real-time document processing decisions based upon hard knowledge, as opposed to the traditional "keyword, custodian and date guessing games" performed by most old-school document review technologies.

As the case progresses and additional document collections are added, these real-time reports adapt to provide continual case assessment, allowing counsel to adapt their strategies as facts are revealed.

### **Data Processing and Online Review**

One of the keys to the **OrcaTec Document Decisioning Suite™** is its high speed data processing capabilities, allowing for unprecedented data ingestion capabilities. The system is able to process many terabytes a day of information and data that, once ingested, is ready for review in hours rather than days or weeks.

With almost a petabyte of raw data storage, Xpiori's Class Three data center facilities in Denver are secure, fully redundant and highly accessible. With a massive data pipe in and out of the data center, document review is rapid, without the traditional lag between documents from which even some onsite systems suffer. Xpiori's IT services department monitors all systems for performance, ensuring around the clock availability and usability, and allowing you to bring your review in ahead of time and budget.