XCM Discovery

A powerful, easy to use appliance designed for e-Discovery.

Product Information Guide

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XCM-Discovery Appliance

For professionals who need to deal with large amounts of unstructured information in raw, unorganized form, Xpriori has created the Xpriori XCM-Discovery Appliance. It is specially tuned to enable users to receive and evaluate or evaluate and produce large volumes of case specific information without the constraints imposed by traditional document management systems. XCM-Discovery has several powerful, yet simple to use, core features that arm users with significant competitive, time saving and ROI advantages for managing both discovery or research receipt and production. Here's how it works:

- Users aggregate large volumes of case specific information into a single repository—from the network, from a DVD, from the scanner or from any source.

- Once received the documents may be Bates Stamped with automated but flexible processes – the path of possession and control is preserved.

- Scanned documents requiring rendering by Optical Character Recognition (OCR) to be text searchable are, in fact, OCR'd.

- Users can immediately search content to assist in the organizational process, even before creating or adding categorical metadata. Users discover the content first and add the metadata later to assist in the organizational process.

- Once material information is evaluated, users can organize it into powerful "Research Folders". Research Folders are "virtual" in nature – they rely on links to the original Bates Stamped documents, preserving both the original document's location and content. The user can use and evaluate the document as if it were physically present in his/her file. The process avoids the problems created by using multiple copies of files and assures that the user always has use of the original.

- Users can create commentary using Annotation features – unlimited in size and number -- at both the individual document and folder levels. This allows users to build new information and knowledge around their case and to share the information with team members.

- Finally, XCM-Discovery facilitates users' extracting their discovered, organized and annotated information to their hard drive or other locations for inclusion in final preparation of materials for use in their case or project.

XCM-Discovery has been created for law firms, corporate law departments, forensics firms and other settings with the need to discover and evaluate information in raw form to be used subsequently for case or project development.

Within XCM-Discovery, users easily aggregate all discovery content into a separate data store. XCM-Discovery enables the search of the full scope of case information, including both digital and paper originated (or scanned) documents. Once material information is discovered, users can organize it into powerful Research Folders that preserve both the original document's location and content. Users can then create commentary using Annotation features at both the individual document and folder levels. This allows users to build new information and knowledge around their case. Finally, XCM-Discovery facilitates users' taking their discovered, organized and annotated information and using it in supporting their case.

The XCM-Discovery Appliance does not require integration with existing hardware or software applications but can easily be accessed from a user's desktop through the firm's network. Its full power can be experienced within minutes of loading the information. XCM-Discovery provides legal firms of any size, corporate legal departments, forensics firms and many other users with a turnkey solution designed specifically to manage the receipt and production of discovery materials.

DISCOVERY RECEIPT AND EVALUATION: BEST PRACTICES

1. The Discovery Request and Preparing a Response

With the liberalization of rules related to discovery of information created and stored in digital format, the responses to requests have increased dramatically in size and in volume. Lawyers are now requesting and receiving the right to examine all information contained on hard drives or network servers – under protective orders—to make sure that they gather all relevant information. This includes emails, attachments, other writings and other types of digital and media assets, along with paper originated documents that could have any connection to the subject matter of a case. This increased volume and varied number of formats require sophisticated digitally based tools to examine and organize these materials in a meaningful way. The sheer volume usually dictates that this examination phase take place external to the file server that manages the firm's day to day activities. Indeed, in the pre-digital world, files and documents related to large cases were usually located in a separate "war room" to avoid the confounding of normal file room operations and to control access to sensitive portions of those files. Additionally, the administration and examination required an extraordinary number of personnel.

Similarly, a separate appliance - XCM-Discovery - has been developed to separate electronic discovery content from the firm's file server and paper originated files from the firm's operational file room. Now, both electronic based discovery and paper originated discovery can be seamlessly combined into one easy to manage location with a powerful feature set available at the user's fingertips. XCM-Discovery enables users to manage their discovery separate from the firm's various file, document and case management systems; yet, it allows users the flexibility and power to simultaneously work along side case information found in those systems and on the network.

XCM-Discovery uses a sophisticated "transfer agent" that copies and migrates all files and folders on the server, on hard drives or on other removable media received in discovery. The "transfer agent" displays the files and folders in a hierarchical tree familiar to most computer users when moving files in Windows Explorer™. It then enables the deletion of folders and files which are not deemed relevant to the process. During this process, the XCM-Discovery Appliance automatically indexes text and metadata information coming into the system. The system will also automatically use optical character recognition (OCR) to render any scanned images text searchable. *(XCM-Discovery can OCR and index more than ten thousand scanned pages a day).* The OCR process operates in the background.

2. Dealing with the Response

With the response in hand, the results will be loaded into XCM-Discovery Appliance and stored in a single folder to reflect the "control" status of the group. XCM will facilitate the Bates Stamping or page numbering of all files contained in the response. Once loaded into XCM, the text and metadata associated with the documents will be indexed for later searching using free text, metadata or combined metadata/text searches. All documents requiring OCR to make the documents text searchable will automatically be OCR'd as well.

Documents loaded into XCM can be searched, reviewed and organized to "Research Folders" established by the user to fit any organizational requirements. Research Folders are virtual folders – they contain links to the original document. Even though mere links, the user can access, search and use the documents in the same manner as if they were physically located in that Research Folder. By using links, the system enables multiple users to access and use the documents at the same time. There is no risk that users will not have access to the "right" document because it is physically located in a colleague's file.

3. Combining the Response With Other Information and Developing the Case

XCM-Discovery enables bringing all of the information together in a "smart" and case purposed repository for case development. The "transfer agent" can be directed to specific folders on the firm's network file server or other nodes on the network, and it will copy and migrate relevant information and store it in separate folders contained on XCM. This information can be added to the Research Folder structure. Information from other sources can be added directly to XCM (drag and drop or direct text entry) and used in the same way. When searches are done on the information, they can be done on all of the information at once, no matter what the source. For example, subject matter searches can be done on fact documents and legal research documents at the same time.

Users have available the full complement of Boolean and other sophisticated text search techniques and can search text and metadata in combined searches as well. For example, users could search for all emails by file type (metadata) – i.e. .pst extension – and for emails between two named parties (text) – i.e. Smith and Jones.

Search results can be stored directly in Research Folders. Results to different searches might include some of the same documents. When the search results are stored in separate Research Folders, this apparent duplication is actually beneficial. The same document might be useful in several different contexts and now that need can be addressed without making copies of the document or compromising the control set.

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Case development requires judgment about documents and their content, putting the content into factual and legal context and using the content to advocate a particular position. XCM provides a simple but powerful vehicle to support this process. Called "Annotations," this feature allows users to develop and record their comments about documents or collections of them located in Research Folders. Annotations are far more than a "post-it note". They are rich text files, permanently associated with the designated folder or document, and they may contain information of any file type or size. Add third party information relevant to development of cross examination; add references to other documents; add relevant cases – yes the whole case if you want; and add photos and other digital media assets. Copy and paste all kinds of information to your Annotations. Add as many Annotations to the same document or folder as you wish. Use annotations as a vehicle to add knowledge, express opinions, and collaborate with team members working on the case. All team members can view the Annotations.

Create Annotations with a simple pop-up window; Annotations can be numbered, named by contributor, or categorized and labeled in any way that you want – all done on the fly. Annotations are automatically text searchable and are returned with search results. Search Annotations separately or group them separately, if you so desire.

Once users have developed the case information, they can organize it for distribution or use with Research Folders. For example, when preparing exhibits for trial, place the desired documents (links) in a separate Research Folder. Put them in the order that you want. With one click, extract copies of the originals to your hard drive or another folder on the file server for attachment to trial materials or, perhaps, to email communication.

4. XCM Can Work Next to and in Support of Document and Case Management Systems

Simply, XCM-Discovery is not the same as a document management or a case management system. In fact, XCM-Discovery works well along side these applications. It does not replace them and they do not duplicate the same functionality of XCM-Discovery.

A firm's day to day and legacy case files need to be kept separate from discovery and case development content. XCM-Discovery enables a firm to achieve this result. (see diagram).

XCM-Discovery does not intrude on a firm's existing file server, nor does it change the methodologies or operations imposed by existing document management systems.

XCM-Discovery is an easy to use, yet extremely powerful case discovery and case development tool. Instead of case information being scattered on the file server, broken among electronic and paper based files, or being managed by systems only designed to manage document and content not included in the discovery process, XCM simplifies and streamlines the discovery process and enables better case development.

Because XCM-Discovery is designed from the ground up around the discovery and case development processes, XCM-Discovery enables law firms to build "smart" case repositories. Information within XCM-Discovery can easily be used in case management applications and later organized with the processes imposed by the firm's document management system. XCM-Discovery is the front end solution required in the discovery

process, enabling users to sift through large volumes of documents to find the content relevant to their needs.

XCM-Discovery takes the time and labor intensive front end aspects of a project and simplifies them while enabling users with more options, more flexibility and a new way to perform discovery and case development.

XCM-Discovery is designed with the flexibility required to deal with the extraordinary needs of the discovery and case development processes. Firms can easily tune the XCM – Discovery system to meet their particular needs and style. Once case development has been completed, the necessary documents, commentary, memos, etc. can be extracted to the permanent file contained in the existing system, if desired.
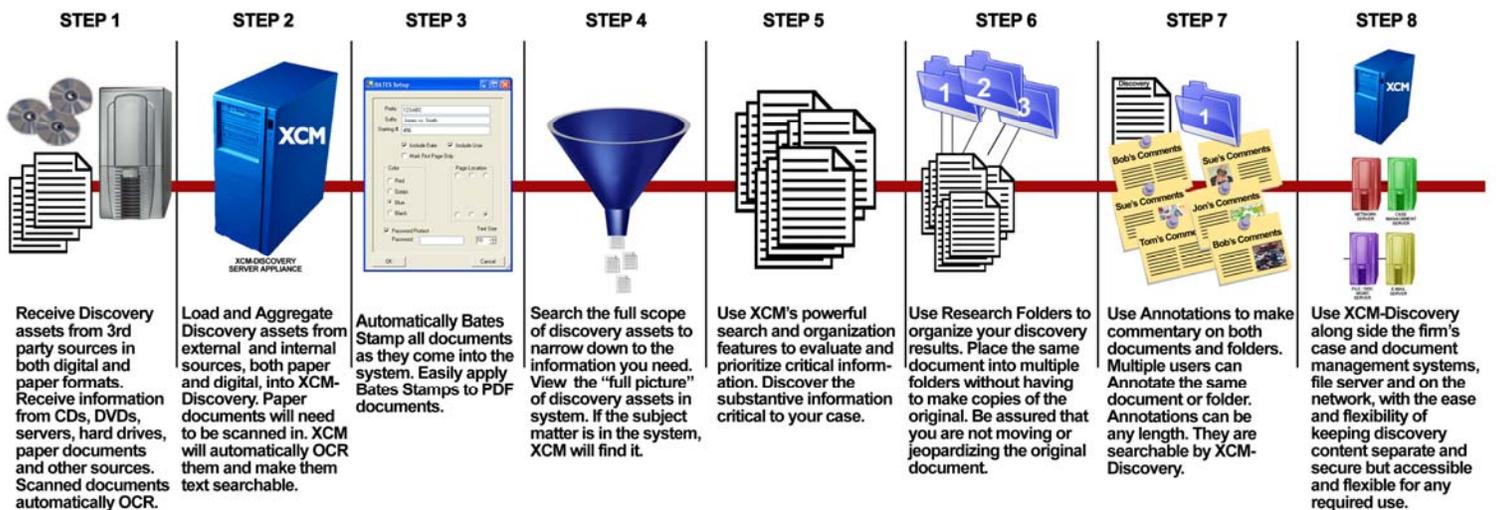
DISCOVERY TIMELINE

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DISCOVERY & CASE DEVELOPMENT

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8

Receive Discovery assets from 3rd party sources in both digital and paper formats. Receive information from CDs, DVDs, servers, hard drives, paper documents and other sources. Scanned documents automatically OCR.

Load and Aggregate Discovery assets from external and internal sources, both paper and digital, into XCM-Discovery. Paper documents will need to be scanned in. XCM will automatically OCR them and make them text searchable.

Automatically Bates Stamp all documents as they come into the system. Easily apply Bates Stamps to PDF documents.

Search the full scope of discovery assets to narrow down to the information you need. View the "full picture" of discovery assets in system. If the subject matter is in the system, XCM will find it.

Use XCM's powerful search and organization features to evaluate and prioritize critical inform-ation. Discover the substantive information critical to your case.

Use Research Folders to organize your discovery results. Place the same document into multiple folders without having to make copies of the original. Be assured that you are not moving or jeopardizing the original document.

Use Annotations to make commentary on both documents and folders. Multiple users can Annotate the same document or folder. Annotations can be any length. They are searchable by XCM-Discovery.

Use XCM-Discovery along side the firm's case and document management systems, file server and on the network, with the ease and flexibility of keeping discovery content separate and secure but accessible and flexible for any required use.

FIG 1.0

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HOW XCM-Discovery ENABLES DISCOVERY

LOAD and AGGREGATE

XCM-Discovery makes it easy for law firms to load various types of information into the system, whether it be thousands of paper based documents or digital content from servers, hard drives, computers, CDs, DVDs, thumb drives, USB devices or literally any other digital source.

- **Scan paper originated documents into the system using a scanner**
  Scanner is not provided by XCM

- **When required to enable text search, XCM-Discovery has an embedded Optical Character Recognition (OCR) feature.**

- **Load documents and files from any digital source -- CDs, DVDs, Removable Hard Drives, Internal Hard Drives, Servers, Thumb Drives, Digital Tapes, etc.**

- **Connect to the Internet and download files from other members working on the case.**

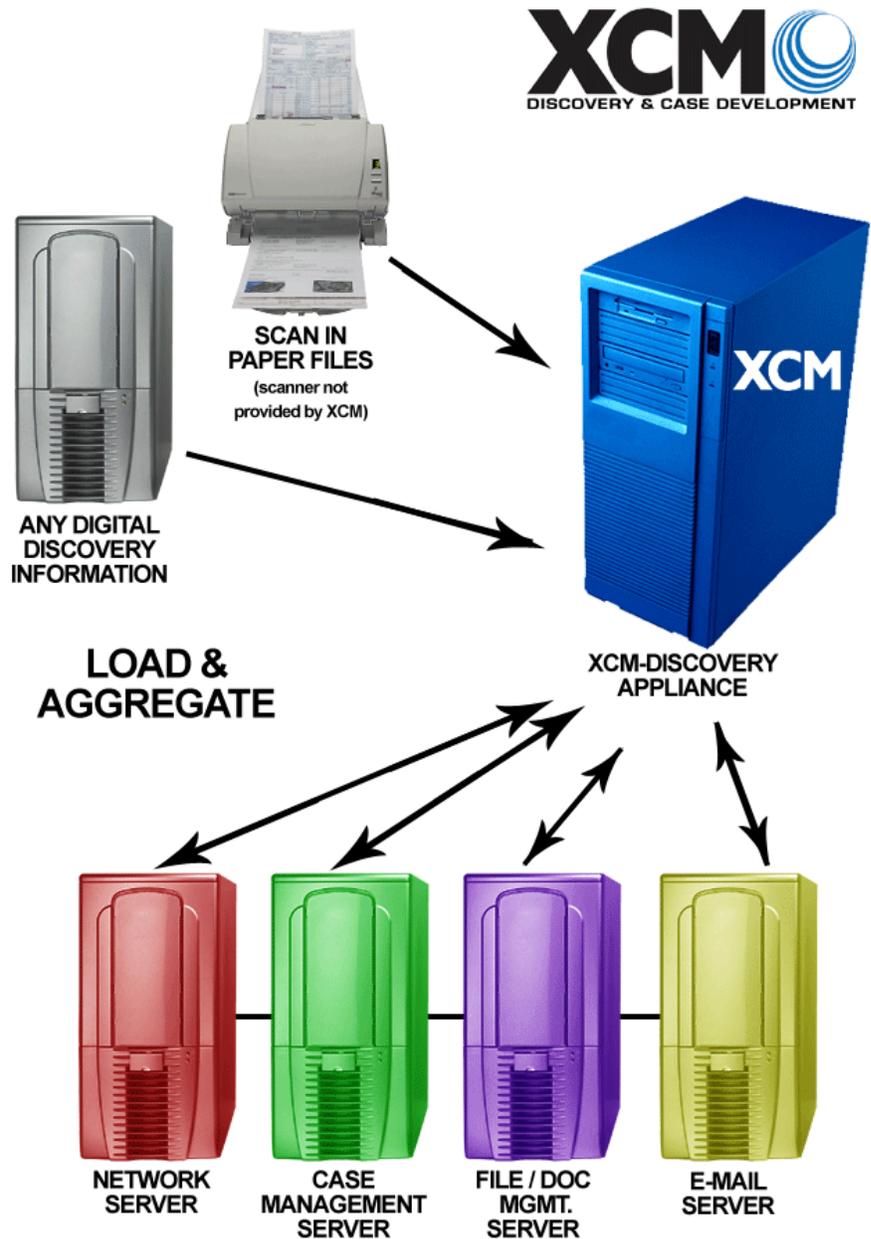- **All documents and files are indexed for search on text, metadata or both at the same time.**

SCAN IN PAPER FILES
(scanner not provided by XCM)

ANY DIGITAL DISCOVERY INFORMATION

LOAD & AGGREGATE

XCM-DISCOVERY APPLIANCE

NETWORK SERVER

CASE MANAGEMENT SERVER

FILE / DOC MGMT. SERVER

E-MAIL SERVER

FIG 2.0

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BATES STAMP

XCM-Discovery enables users to easily Bates Stamps documents in the system. The XCM Bates Stamp feature will automatically Bates Stamp all or the selected pages of documents that users designate.

- **Configure user definable Bates Stamp settings, including prefix, suffix, starting number settings, stamp color, page location, first page only, all page stamp, text size and password protect.**
  Documents must be in PDF format

- **Bates Stamp hundreds or thousands of documents in minutes. The XCM-Discovery system automatically Bates Stamps documents and pages of documents sequentially.**

- **Search for specific documents via their Bates Stamp. XCM-Discovery quickly OCR and indexes the Bates Stamp applied to any document. Users can search for this information using free text search.**

BATES STAMP

FIG 3.0

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DISCOVER and SEARCH

Automatically Bates Stamp and maintain a control set of all documents when loaded into XCM-Discovery;

Filter and sift through the information using easy to use, familiar, yet powerful, search and discovery features and see all of the information loaded into XCM-Discovery.

- **XCM-Discovery becomes the smart Repository for Discovery of important case information**

- **With powerful search features, discover the right information from all of the aggregated content**

  - **Free Text Search**
  - **Metadata Search**
  - **Combined text and Metadata Search**

- **The XCM-Discovery Appliance requires no integration into your existing IT infrastructure – it is entirely non-intrusive**

- **Use XCM-Discovery along side any existing document management or case management systems.**

DISCOVERY CONTENT
- Paper Based Docs
- Scanned Files
- Computer Files
- Removeable Media

INTERNAL CONTENT
- Connect to File Server
- Case Research
- Case Management
- Other Information

OUTSIDE CONTENT
- Connect to Internet
- Import Database Info
- Paper & Scanned Files
- Other Information

Acquire everything that might be relevant to the case and aggregate that information into XCM -Discovery.

DISCOVERY & SEARCH

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DISCOVERY & CASE DEVELOPMENT

FIG 4.0

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RESEARCH FOLDERS and ORGANIZATION

Organize and Manage Discovery results with XCM-Discovery's Research Folders. Documents "placed" in a Research Folder are really links or references to the original document contained in the control set.

- Users have full access and use of the original document even though only virtually included in the Research Folder. Modifications are captured in new versions.

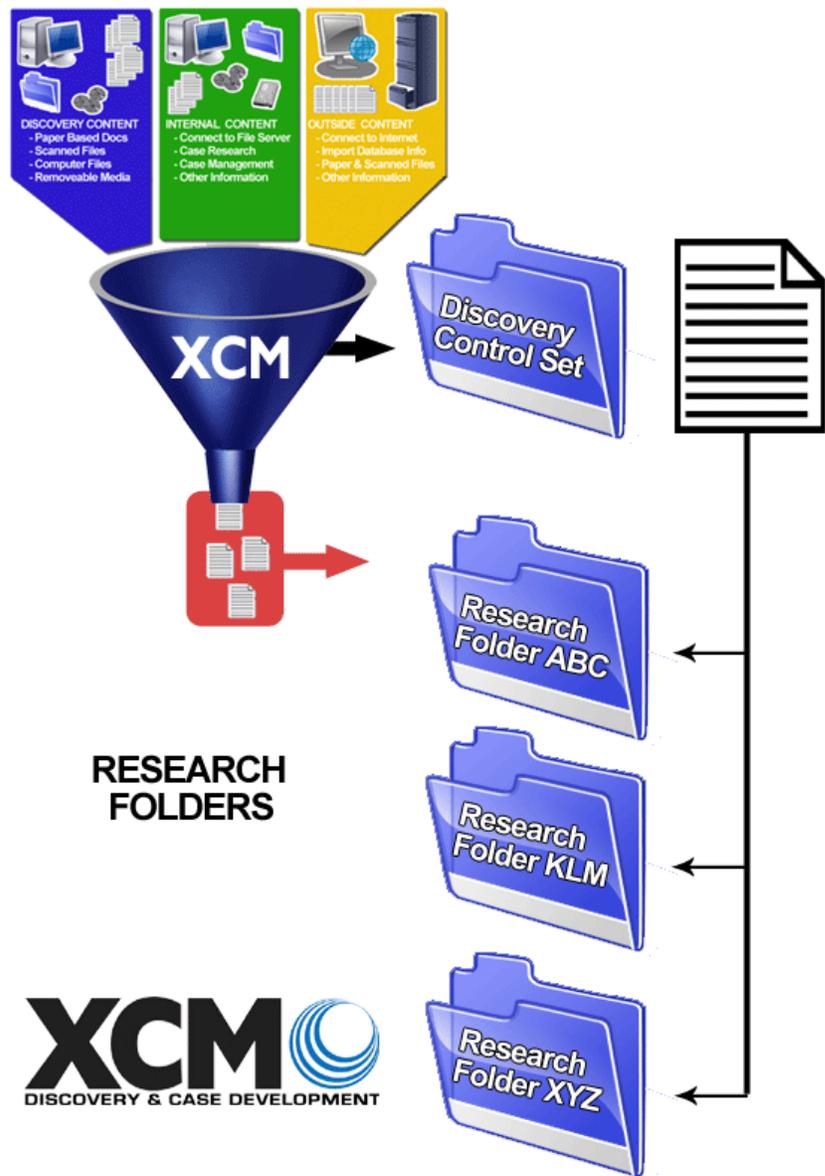- Be assured that you are not moving or jeopardizing the original document.

FIG 5.0

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COMMENTARY on folders and documents using ANNOTATIONS

Use powerful Annotation Features to make commentary on both documents and folders.

- **Ad hoc, users may create original text based Annotations of unlimited number and size.**

- **As Annotations are rich text format files (RTF), users may also copy and paste text files, pictures, diagrams and other digital assets right into the Annotation itself.**

- **Annotations are automatically text and metadata searchable in XCM-Discovery using the system's powerful search and discovery capabilities.**

- **Users collaborate on documents and folders using powerful annotation and commentary features.**

FIG 6.0

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SHARE and COLLABORATE

Use XCM-Discovery in a workgroup setting without the need to make and distribute multiple copies of documents.

XCM-Discovery enables workgroup members to view the same documents or folders simultaneously without interfering with each other's activities.

Users can check in/check out documents and folders and can add Annotations to share new ideas and information and to build knowledge.
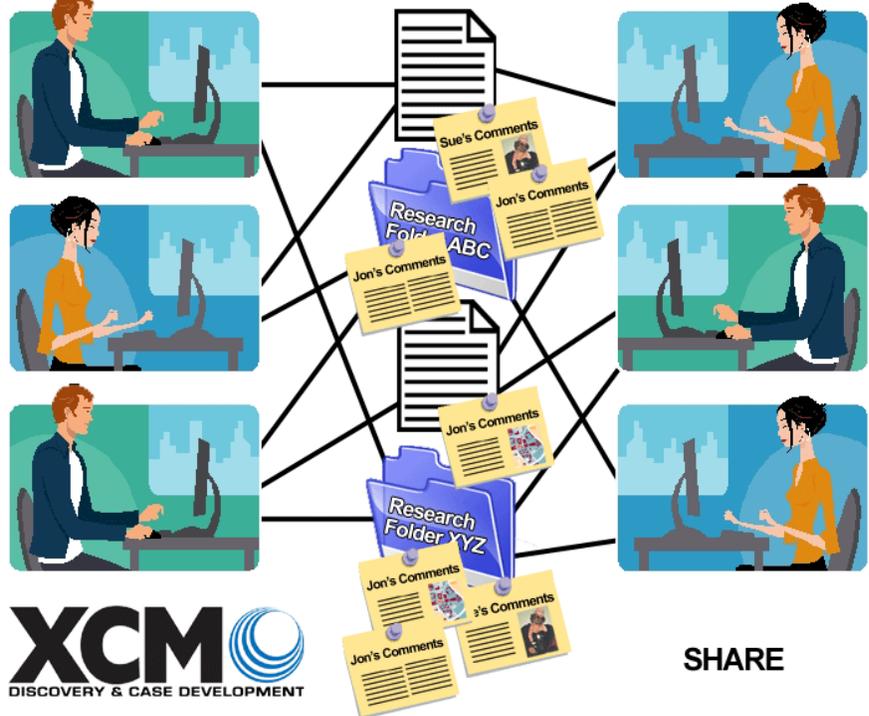
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Research Folder ABC

Sue's Comments

Jon's Comments

Jon's Comments

Research Folder XYZ

Jon's Comments

Jon's Comments

Jon's Comments

SHARE

FIG 7.0

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EXTRACT

Extract and share information contained in XCM-Discovery.

Using XCM's extract feature, automatically make copies of the contents of a Research Folder for use outside the appliance – such as, for exhibits to a trial brief, a contract or otherwise.

Users can choose to extract, or not, any annotations and commentary associated with extracted documents.

SIMPLE AND FLEXIBLE

Discover, organize, collaborate and share with simple, easy to learn and use features. Be up and operating without substantial training and without interfering with your existing network operations. XCM Discovery will simplify your Discovery processes, save precious time and manpower and add to your bottom line.
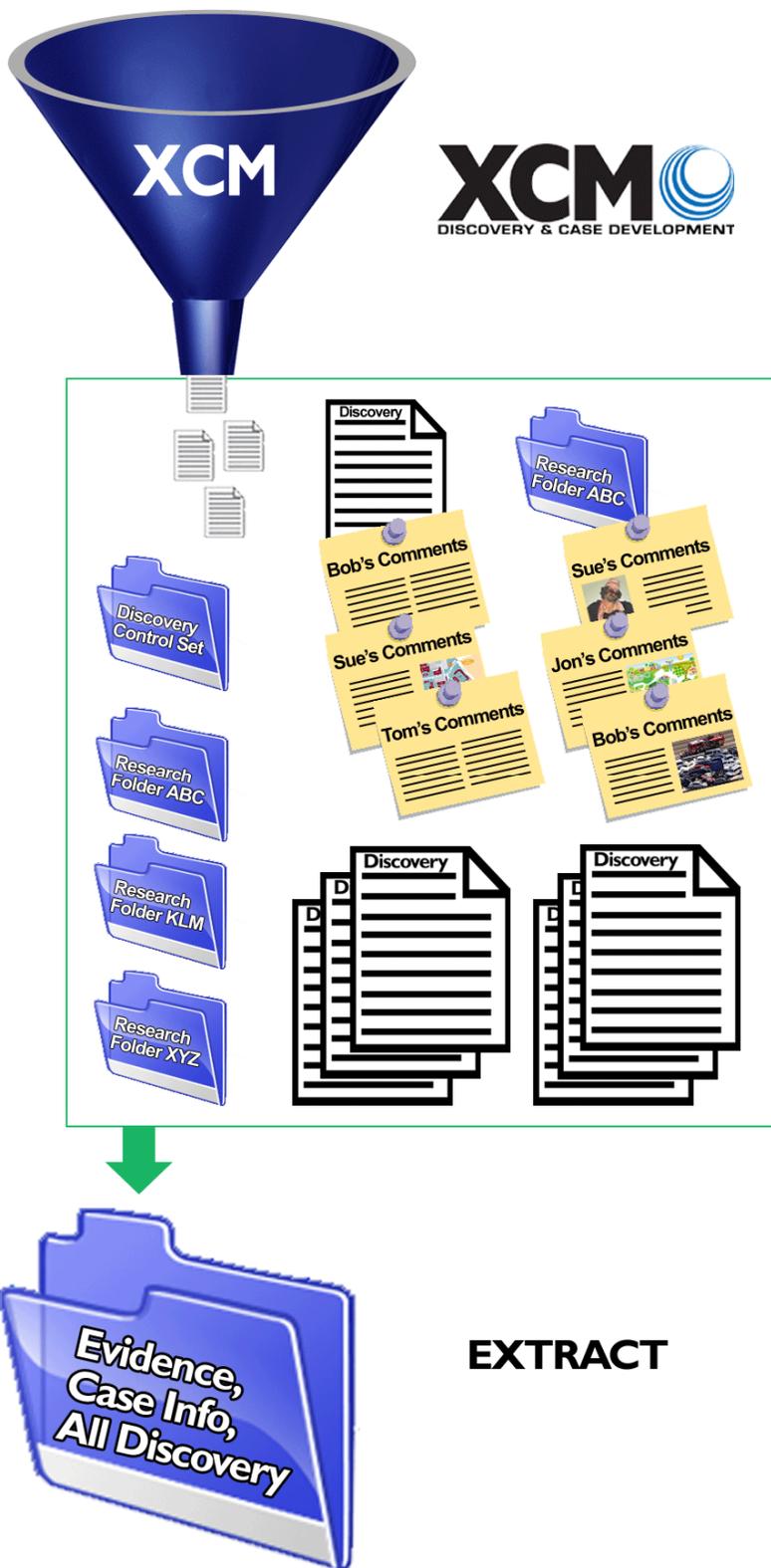
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Discovery

Research Folder ABC

Bob's Comments

Sue's Comments

Discovery Control Set

Sue's Comments

Jon's Comments

Tom's Comments

Bob's Comments

Research Folder ABC

Discovery

Discovery

Research Folder KLM

Research Folder XYZ

Evidence, Case Info, All Discovery

EXTRACT

FIG 8.0

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