

The Stratify Legal Discovery™ Service

a complete system for managing the documents in a second request

CONCEPT FOLDERS

Documents are automatically sorted into concept folders specific to the matter. Similar documents are grouped together to facilitate efficient, accurate review, and attorneys can prioritize concept folders by order of importance.

CONTEXTUAL ANALYSIS AND REVIEW

Direct access to related documents, attachments, duplicates and near-duplicate documents is always available, allowing reviewers to assess and tag documents accurately and consistently.

TASK ASSIGNMENT

Administrators and managers can easily assign sets of documents to reviewers from any concept folder, work folder or search result.

The screenshot displays the Stratify Legal Discovery Service interface. On the left, a 'Concept Folders' tree shows a folder named 'account payroll balance report invoices (152)'. The main window shows a list of documents with columns for TAG, Doc ID, Title, Sender, Custodian, and Timestamp. A document titled 'all technology transfer agreements' is selected. Below the list, a document preview shows a 'Summary of Technology Transfer Documents in Chronological Order' with several entries. On the right, a 'Tags' panel shows a list of tags such as 'Confidential', 'Hot', and 'Work Product', with 'Confidential' and 'Hot' checked. Below the tags is a 'Work Folders' panel with a tree structure.

TAG	Doc ID	Title	Sender	Custodian	Timestamp
	90	adjustments	JD Matthews	Jim Jones	07/17/2001 01:23:47 PM
	1	all technology transfer agreements	Patrick Cole	Jim Jones	02/03/2000 07:08:50 PM
	2	all technology transfer agreements	Patrick Cole	Jim Jones	02/03/2000 07:14:22 PM
	3621	RE: Annual Fund	JD Matthews	Jim Jones	10/24/2001 09:47:24 AM
	3620	Annual Fund	Marnie McKnight	Jim Jones	10/24/2001 08:20:25 AM
	6024	RE: asp pricing	JD Matthews	Jim Jones	12/19/2001 01:41:10 PM
	113	RE: asp pricing	Paul Campbell	Jim Jones	12/19/2001 12:21:30 AM

FOLDER DOCUMENT LIST VIEW

All documents in a concept folder are displayed with descriptive metadata allowing reviewers to locate relevant documents based on metadata such as title, sender, receivers, time-stamp etc.

DOCUMENT TAGGING

Documents can be tagged individually, collectively, by "message unit," or by specification. Tags are customizable for each matter.

NATIVE DOCUMENT REVIEW

Documents in over 225 file formats are processed in native format without conversion to TIFF or PDF format. Complete foreign language support includes Western European languages and Japanese, Korean, Chinese and Arabic.

CASE MANAGEMENT

Documents can be assigned to individual reviewers, and progress can be monitored and tracked to ensure consistency.

Case Study

For a recent Second Request issued in response to one of the largest proposed telecommunication mergers in history, the Department of Justice demanded production of millions of documents from hundreds of custodians in a matter of weeks. Stratify was the only vendor that could satisfy these demanding requirements.

The matter moved rapidly on multiple fronts. Documents in a variety of file formats were collected from approximately 300 different custodians over a five-week period. Within three days from receipt of the first material, reviewers began examining documents in the Stratify Legal Discovery™ service. As the matter progressed, Stratify processed and added more than 1,000,000 pages to the online database daily. The total size of the reviewable universe was approximately two terabytes (more than 50 million pages).

More than 400 attorneys in multiple locations reviewed the documents simultaneously. The customer reported that attorneys quickly grasped Stratify's functionality, and within a few days they were able to review an unprecedented quantity of documents. The average review speed over the course of the matter exceeded 120 documents per hour, allowing the client to review close to three million documents in just eight weeks.