

eDiscovery Workflow Checklist

Technology solutions for managing eDiscovery projects work best when they track these details and perform these functions.

1. Collect Matter Details
 - a. Client/matter number
 - b. Matter style
 - c. Billing attorney (attorney in charge of the client)
 - d. Matter attorney (attorney managing the case)
 - e. Paralegal or Legal assistant
 - f. Litigation/Practice Support (PM/staff assigned)
2. Project Scope
 - a. Identify types of services needed on matter
 - b. Recording relevant client technical details
 - c. Assess internal and external resources required
 - d. Support for estimating volume and resources
3. Matter Deadlines – important dates
 - a. Discovery period
 - b. Production(s) due
 - c. Deposition schedule
 - d. Trial date
4. Vendor(s) Selection/Engagement
 - a. Listing of regular vendors with service and pricing detail
 - b. Recording which vendor is assigned to which portion of project
 - c. Vendor performance detail
 - d. Invoice/cost tracking and analysis functions
5. Document Collection
 - a. Client data – collection method
 - b. Devices/repositories collected
 - c. Collection date
 - d. Key custodians
 - e. Collection volume
6. Data/Media Inventory
 - a. Details of materials received
 - b. Basic chain of custody
 - c. Transfer tracking

7. Processing

- a. Electronic document processing – in-source or out-source
- b. Filtering (date, search terms, file types, etc.)
- c. Deduplication method (global, custodian, etc.)
- d. Time zones
- e. Handling non-standard file types (audio/video, graphics, CAD, structured data & etc.)
- f. Data expansion/inflation rates
- g. Exceptions
- h. Deduplication rates

8. Document Review

- a. In-source or out-source review team
- b. Review platform
- c. Attorney managing review
- d. Number of reviewers and names/locations
- e. Review/coding template
- f. Identify potentially privileged
- g. Redaction handling
- h. Review batch creation and assignment detail
- i. Review milestone dates
- j. Monitor review progress

9. Document Production

- a. Production format information
- b. Designations/endorsements
- c. Document numbering information
- d. Production media labeling
- e. Number of copies required
- f. Production volume creation and delivery information

10. Post-production

- a. Receipt, mounting, technical analysis of opposing or third-party production material
- b. Attorney review of opposing or third-party production material
- c. Work in support of exhibit creation from eDiscovery material

11. Project Closure

- a. Disposition of media/data
- b. Closure/archiving of review databases
- c. Project metrics reporting