

Gentlemen's E-Discovery Basic Process

Specific ESI to be collected may include:

- Files from PC's
- Files from network of external drives
- Email from PC's and/or company server [by client IT staff]

Dedicated external USB drive used for security.
Index Full content and Metadata [Windows7]
Indexing can take hours, so usually run overnight

Container files: zip, pst, etc.
Date range: by parties agreement
De-duplication on multi metadata criteria.
Culling by agreed criteria

Keyword list by mutual agreement between counsel. Initial "hit counts" published so terms can be modified to improve results. Other search criteria can be used as well.

If privilege search results in a large number of 'hits', results can be separated from rest of results and handled separately.

Media: CD/DVD/USB drive, as size requires.
Any remaining folders culled [not contents].
Generate/include File listing, with unique numbering and MD5 hash values for Authentication purposes, per agreed protocol.

