



Digital Reef eDiscovery-as-a-Service and Discovery Center

The Fastest Way to ESI Processing and Hosted eDiscovery

Responding to litigation can be a risky, time-consuming, and costly process. Organizations must scramble to identify, preserve and collect all potentially responsive ESI, cull it down to a manageable set for review by counsel, and produce the responsive ESI to opposing counsel. Each step is not only laden with its own inherent cost but, if not done correctly, can exacerbate the downstream cost and risk.

Many organizations can scarcely afford to maintain all the skills and tools to execute this process correctly. For these organizations, the most sensible approach is to outsource the various steps to organizations with the skill and specialized resources necessary to get the job done well.

Digital Reef has the specialized expertise, techniques and eDiscovery-as-a-Service offering to quickly identify, collect, analyze, process, and review ESI with the highest standards of quality. We understand the sensitive nature of ESI and the criticality of the discovery process, so our standards of operation extend far beyond the typical supplier/client relationship. We incorporate our eDiscovery expertise with our game-changing processing and analytic software to become the industry's most consistent, responsive, and dependable eDiscovery hosted service.

We provide the full eDiscovery process as a hosted in the cloud service from our Digital Reef Discovery Center. Digital Reef eDiscovery-as-a-Service includes: ESI search and filtering, discovery analytics, Early Case Assessment capability, ESI collection, hosted kCura Relativity for review, and full eDiscovery processing. Our unique approach offers the flexibility for our clients to deliver ESI to our secure hosted data center directly, or leverage our unique Portable Collections capability to come to their facility, install Digital Reef software on-premise and perform some, or all, of our services on-site. Digital Reef's software allows us to rapidly index large amounts of ESI (whether staged or in production), then search, filter, and perform analytics on the ESI — all before collecting it.

Hosted, Scalable ESI Processing with Full Analytics, Review, and Production Services

- 10 TB of ESI per day
- Import to ECA review in hours
- Complete turnaround in 1-2 days

Initial Processing Service

- Flatten email and data archives maintaining parent-child relationships
- Index entire corpus into a single view
- Filter using technical reduction (de-NISTing /NSRL exact duplicates)
- Filter using multiple search techniques
- Real time OCR conversion
- Password cracking / encryption removal

Analytic Service

- Near duplicate and advanced email thread identification
- Document profile auto-tagging
- Auto-tagging personal and confidential information
- Document clustering

Early Case Assessment Service

- Secure Access to processed data via Web browser

Conversion and Export Services

- Electronically numbered native output
- Bates stamping/endorsing
- Production conversion to image (TIFF/JPG)
- Export to major litigation review tool formats
- Custom production services

Output Media Service

- DVD or biometrically encrypted hard drive
- Secure FTP and encrypted wire transfer

Digital Reef Discovery Center

eDiscovery as a Service

ESI Processing Services

ECA Analysis Services

eDiscovery Review Services

eDiscovery Production Services

Hosted Digital Reef eDiscovery and Platform

Pro-actively Collecting Relevant, Unmanaged Information

On-premise and Portable Capabilities Enable Proactive Discovery

Organizations have vast amounts of ESI stored within the confines of their IT infrastructure. Today, the “simple” act of finding and collecting the ESI that is potentially relevant in a legal matter is not so simple.

Digital Reef eDiscovery software can be installed on-premise and act as an important part of the eDiscovery component of a company’s litigation response strategy. Digital Reef’s in-place approach proactively discovers an organization’s ESI and creates a single view that can be used to search and collect data whenever the need arises. Using the unique Portable Collections capability, the collected ESI and all the related metadata can be packaged as a portable collection and distributed to the Discovery Center for additional processing and review.

Collection Service

Because Digital Reef operates at unprecedented speed and can scale to handle enormous amounts of ESI, it is also possible for us to offer an indexing and collection service for clients already involved in litigation. With this service, Digital Reef’s discovery processing experts install our software on the client’s network and prepare the ESI for search and collection. The collected ESI is placed on transportable media and taken to our data center for further processing.

eDiscovery Processing Services

No matter how the ESI is collected, getting the ESI ready for review by counsel is the next logical step in the discovery process. In the past, there have been two different types of review. Early in the process, counsel can take a quick look at the evidence to get an understanding of the facts of the matter; and then later, to ensure that the ESI about to be produced to opposing counsel is responsive, correctly endorsed /redacted and privilege screened.

Since the most expensive part of the eDiscovery process is review of the ESI by counsel, it behooves the organization to do all they can to cull the ESI into a manageable set of reviewable data.

Digital Reef leverages our innovative file governance platform and eDiscovery applications to provide a full complement of EDD processing services. Customers can choose how to leverage our capabilities commensurate with their corporate objectives and choose from a full breadth of services. Please see the menu of these services on the front page of this datasheet.

The Digital Reef Discovery Center

Digital Reef maintains a world-class, SAS 70 certified, tier 1, data center in Reston, Virginia, staffed by experienced EDD processing experts.

To keep our client’s data secure, the data center has strong physical security with 24x7 security staffing, biometric fingerprint access, CCTV surveillance, early smoke detection and a fire suppression system. To enhance uptime of our system, it is serviced by six broadband carriers and powered from two separate substations. The data center has a redundant UPS system with diesel backup generators.

To ensure the security of the data within the Digital Reef software, it is designed with multi-tenant architecture to ensure that our clients have access to only their data.

Next Steps

For more information about how Digital Reef’s eDiscovery-as-a-Service can provide a timely, cost-effective and high-quality component of your litigation preparedness and response program, **please contact us at 978-893-1000 or email info@digitalreefinc.com**.

About Digital Reef

Digital Reef is a leading software provider helping corporations, law firms, and service providers with eDiscovery and Digital Information Governance. Both corporate and IT executives are challenged to find and manage the right information, at the right time necessary to respond to constant business demands such as government laws and regulations, corporate accountability and compliance, and IT digital file and storage policies. Using the industry’s most scalable and open Virtual Governance Warehouse, businesses can rapidly collect, analyze, and then govern information. Digital Reef gives businesses an unprecedented control of their information which can be derived from wherever it resides including emails, documents, repositories, and over 400 different types of files, including images. With Digital Reef, organizations have a standard, disciplined approach to continuously govern information for projects driven by Federal Rules of Civil Procedure, FTC false claims, Sarbanes-Oxley, SEC risk assessments, FDA approvals, and internal IT policies for digital information security, retention, and file management. Enterprises and their law firms, services providers, and consultants across all industries rely on Digital Reef for the fastest way to transform unmanaged information into valuable assets.



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