



The Electronic Discovery Reference Model

What is Processing?

Processing is a method of previewing and preparing electronic files of potentially relevant information for the document review process. Selectively narrowing the volume and scope of collected information enables an expedited, cost-effective review.

What is Review?

Review encompasses the assessment, organization, categorization and searching of potentially relevant evidence in a database. It allows lawyers and paralegals to recognize and identify broad themes, strengths and weaknesses of a case and to communicate progress accurately to the client.

What is Evaluation?

Evaluation is the detailed analysis of relevant information identified during the review process for outlining key issues and developing case strategy. The ability to examine and leverage key pieces of evidence increases the chance of a favorable resolution of the case through settlement or trial.

What is Production?

The selection, redaction, packaging and tracking of responsive materials for delivery to an opposing party. Proper creation and delivery of large, complex or rolling productions ensures compliance with budgetary concerns and deadlines.