Case Assessment

Trial Presentation Services

Forensic Collection (ESI)

Arcina Risk Group e-Discovery Services

Document Review and Productions

Processing Metadata

Database Creation & Hosting

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Arcina Risk Group's e-Discovery Practice covers all aspects of litigation support from the start of a case through trial. The Arcina team follows the industry best practices. We actively participate in EDRM (Electronic Discovery Reference Models) and draw upon the guidelines and leadership of its members. We are also members of the Sedona Conference, which is a leading research and educational institute dedicated to the advanced study of law and policy.

State-of-the art equipment and technology, together with 24/7 responsiveness, ensure that clients' best interests as well as their budgets are at the forefront with their litigation support needs. Staff attorneys, litigation technical support and paralegals each have a minimum experience of 20 years, and have been extensively involved in high profile complex cases throughout their careers. In addition, the Arcina team has extensive experience with all major litigation support database software programs including Concordance, Ringtail, Clearwell, Summation, JFS Litigator's Notebook and Access.

Affiliates:

The Sedona Conference®

E·D·R·M
Active EDRM Participant

Concordance®

CT Summation

Ringtail®
Approved Reseller.

Clearwell

Nearly all litigation support services today have moved to electronic and digital formats for easier access to data. Arcina Risk Group has the capability to offer customized, value based solutions that can speed data management and retrieval. We offer a complete range of services encompassed by the Electronic Discovery Reference Model (EDRM) and Electronic Stored Information (ESI) consulting, which includes:

Case Assessment	Forensics Collection	Processing Metadata	Database Document Organization	Database Document Review	Web Hosting	Trial Presentations

Arcina's e-Discovery team follows ten basic steps in servicing clients:
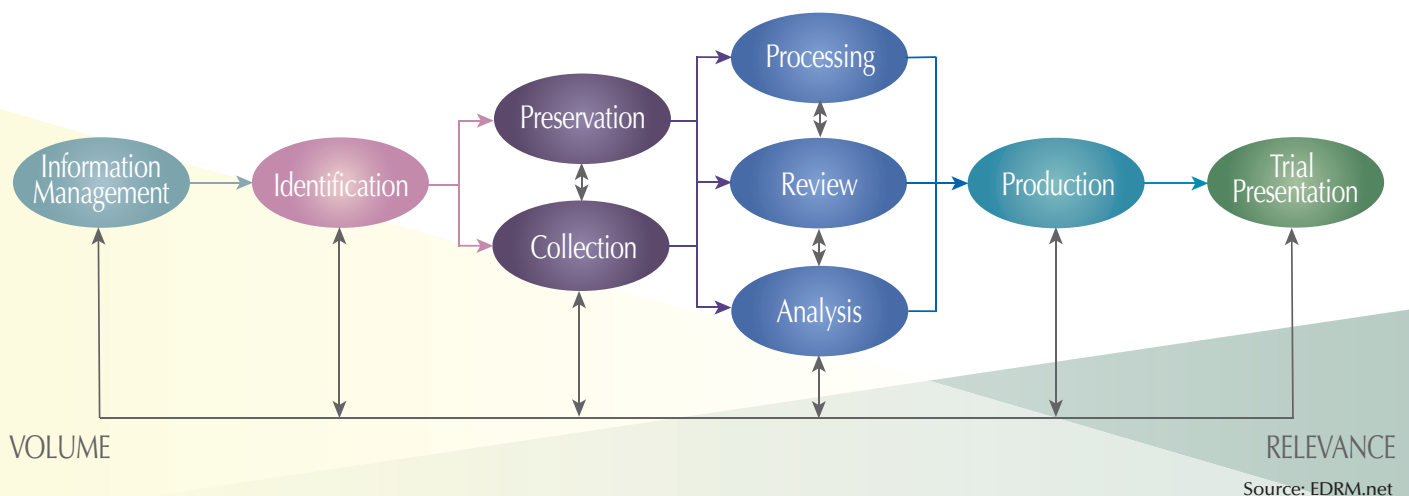1) Information Management: Assist clients by analyzing discovery issues
2) Identification: Determine the size, source and type of metadata
3) Preservation: Determining the scope of discovery and implement a defensible e-Discovery process
4) Collections: Set in place the protocol to forensically harvest metadata, establish preservation letter (s) and chain of custody if necessary
5) Processing: Process and format metadata
6) Review: Create database
7) Provide Hosting Support
8) Analysis: Support clients by coordinating database document review
9) Support and Assist Clients during RFP's
10) Trial Presentation ("Hot Seat") Support

By working closely with the client's legal counsel and staff during all steps of the discovery process, Arcina's e-Discovery Team provides a high quality, cost effective work product.

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A rcina's e-Discovery Team assists clients by developing a defensible e-Discovery strategy that reduces exposure to sanctions and allegations of failure to preserve and produce within discovery guidelines. By identifying the volume of documents and metadata relevant to forensically collect, clients are better prepared to control the scope and cost during the e-Discovery process. Once identified and collected, the metadata is processed and subjected to several levels of quality control.

When we plan, organize and manage client databases, utilizing a variety of platforms, such as Concordance, Ringtail, Clearwell and Summation, allows us to accommodate the specific needs of clients. Experienced trial presentation staff uses the industry's latest software to present the client's exhibits to the jury in a flawless, eye-catching professional manner allowing the attorney to focus on presenting the case.

Source: EDRM.net

VOLUME — RELEVANCE

Electronic Discovery Reference Model

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Once Arcina's e-Discovery Team begins to work with client's counsel and IT departments to evaluate the Electronic Stored Information (ESI) scope, a complete protocol solution is set in place to perform or supervise defensible metadata collection, filtering, preservation, processing, analyzing and establishing a data chain of custody. The Electronic Discovery Reference Models (EDRM) are strictly adhered to throughout the entire e-Discovery process. Arcina's forensic team focuses on relevant data and avoids harvesting non-relevant data, which can significantly drive the cost higher during the e-Discovery process.

We are able to identify metadata needed by linking maps of communication threads, locating issues and patterns relevant to the ESI sources. This can include laptops, external and network hard drives, cellular phones, damaged or deleted data, and archived schedules.
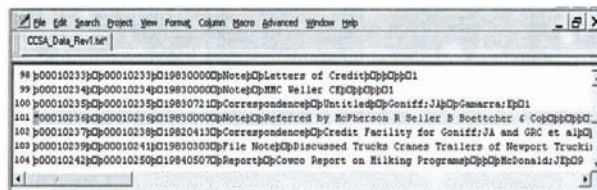
The Arcina forensic team has a minimum of ten years of hands-on experience and have the following advanced specialty degrees:

- MSCS (Master of Computer Science)
- CCE (Certified Computer Examiner)
- CISSP (Certified Information Systems Security Professional)
- CIMS (Certified Information Security Manager)
- CEECS (Certified Electronic Evidence Collection Specialist)
- CIFI (Computer Information Forensic Investigator)
- MCSE (Microsoft Certification Systems Engineer)
- ISSMP (Information Security Management Professional)

ESI Source	ESI Processing	E-Discovery Processing

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Subjected to several levels of quality control, Arcina Risk Group's rigorous production processing identifies problematic file types. Combined with the latest hardware and years of experience, we are capable of processing multiple terabytes of data each month. Our metadata process includes, but is not limited to:

- Process metadata and filtering
- Remove system program files
- Un-zip, de-NIS, and de-duplicate metadata
- Cull metadata and extract text, hot links to native files, and associated reports
- TIFF convert images, files, and error reports
- Use Optical Character Recognition (OCR)
- Create load file to fit client's platform
- Scan, label and redact
- Code documents with various levels of search capabilities

E-Discovery Filtering & Culling to Find Relevant Documents
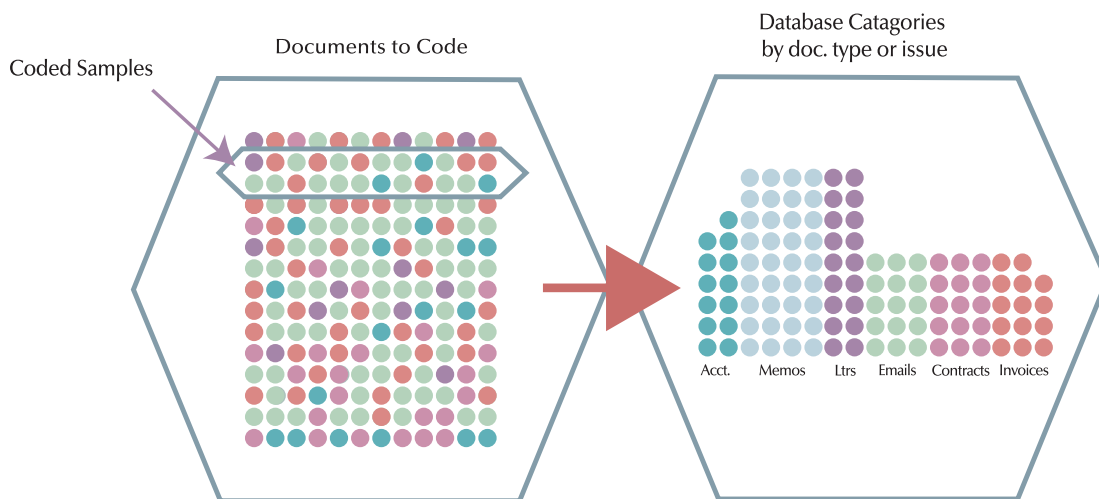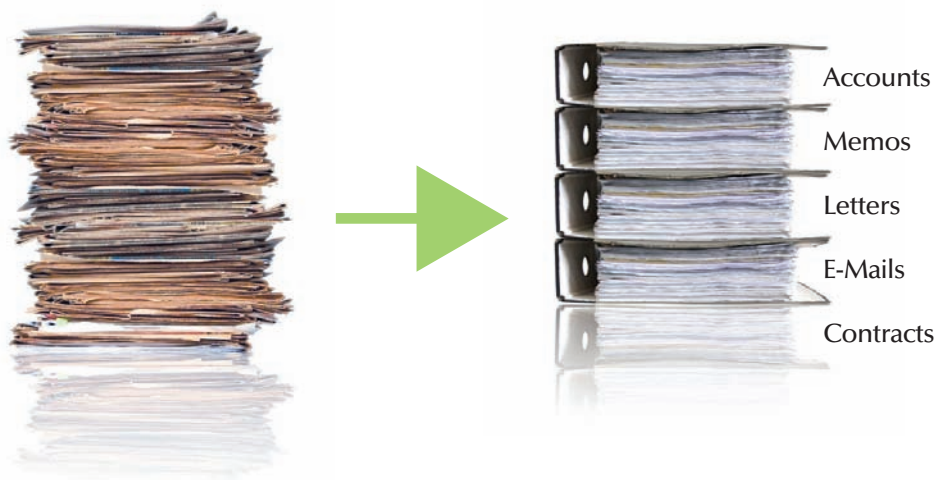
Data Minimizing Examples

Firm	Data Collected	Data After Pre-Culling	Pre-Culling Data Reduction	Data After Advanced Culling	Advanced Culling Reduction	Total Data Reduction
ABC Corp Fast Track	6TB	950GB	84%	170GB	78.81%	96.48%
ABC Corp Complex Litigation	1.7TB	468GB	72%	6.25GB	98.80%	99.65%
Private Equity Class Action	2.1TB	220GB	82%	2.40GB	98.88%	99.80%
Product Liability	0.5TB	120GB	78%	37GB	75.48%	94.74%
Wage & Hour Class Action	0.55TB	138GB	69%	7.2GB	95.88%	98.66%
Totals	10.85TB	1,896GB	81%	222.85GB	88.22%	97.54%

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Predictive categorization and prioritization of data allows clients quick access to needed documents. Complex searches can easily be performed to reduce large volumes of non-relevant documents and identify smaller amounts of potentially important relevant documents.

We organize databases so that they accommodate client needs. Client specific codes are issued for searches, such as: attorney client privilege, confidential work product, and trade secrets. During the process, we also tag, annotate and redact documents, and set aside non-relevant documents – all time productive, cost-saving measures benefiting clients.

Predictive Categorization and Prioritization

Accounts

Memos

Letters

E-Mails

Contracts

Coded Samples

Documents to Code

Database Catagories
by doc. type or issue

Acct.   Memos   Ltrs   Emails   Contracts   Invoices

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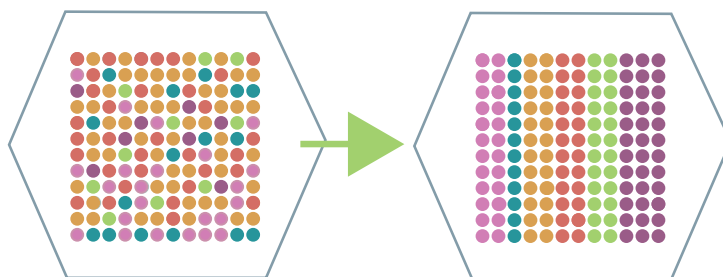R I S K G R O U P

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Arcina's e-Discovery Team creates a database of the client's information that allows quick retrieval of key documents. After we prepare the metadata, the client can search by a relevant group or groups of documents by content for significant issues, or by date, person, company, and subject matter. This leaves projects, such as deposition preparation and locating exhibits attached to motions, right at client's fingertips.

Arcina offers several solutions designed to improve document review efficiencies. By seamlessly integrating various technologies and processes, we are able to offer the best combination of tools needed for each data set. This flexible approach allows clients to use their dollars where they can gain maximum impact.
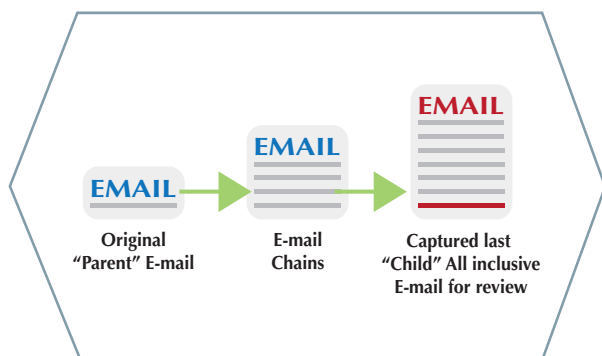
Concept Clustering

Assigned sets of documents with similar or specific issues are reviewed and tagged into groups or categories to improve review efficiency and consistency. This method of document review can be implemented for projects such as preparing for depositions and producing responsive documents.

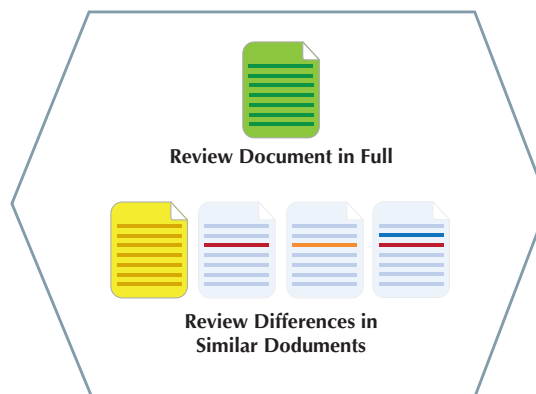**Similar Documents Grouped Together**

E-mail Chain Consolidation

We cull through e-mails from the initial "Parent" to the final "Child" e-mail to remove redundant e-mail threads from review. We then organize them into a separate file for further review and production, if needed.

Original "Parent" E-mail

E-mail Chains

Captured last "Child" All inclusive E-mail for review

Near Duplicate Consolidation

Tagging duplicate or near duplicate documents and referencing the difference minimizes review time and is one of the efficient methods used to improve review consistency in analyzing various e-mail versions.

Review Document in Full

Review Differences in Similar Doduments

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WEB HOSTING

Arcina offers the highest quality of hosting services, utilizing the industry's leading hardware and software. Supported by an experienced and certified staff, we provide electronic storage of data and images in a highly secure environment, permitting clients around the clock global access to their data for reviewing, searching, editing, and printing documents.

By utilizing our hosting services, clients avoid the high cost of investing in technology, training and hiring a litigation support staff to maintain, manage and support complex cases.

Secured by the industry's high-test standard, Arcina's certified SAS70 type II-compliant technicians ensure data protection - from the actual physical location to the electronic data on the Internet.

Uploading data files during virtual private network (VPN) sessions to websites, the Arcina team scans for viruses and other malware to prevent contamination of critical network resources. Robust security and auditing features allow administrators to implement custom policies to govern resource access to particular groups or users while continually tracking activity.

Implementing disaster recovery systems, backing up files, scanning for viruses and tracking users are all part of our hosting services. Clients are supported worldwide everyday around the clock on servers that have the speed and capacity to manage databases containing terabytes of data for multiple cases.

Secure Facility	World Wide Access	24/7 Technical Support

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