



Deloitte Discovery: Litigation Readiness

Reducing the risks and managing the costs of discovery through careful preparation and process improvement.

The Issue:

Developing procedures and protocols to proactively manage electronically stored data and hard copy documents in anticipation of discovery requests arising out of complex litigation or regulatory investigations.

Preparation → Reduced Risk and Controllable Costs

Implementing a readiness program can help your company mitigate the risk of sanctions or penalties due to non-compliance with a discovery request, reduce the time and manpower involved in responding to a discovery request, and better predict and manage the costs of assembling the relevant data.

Our Solution:

Deloitte's litigation readiness professionals work with your company's in-house legal, IT, and other departments to develop a plan for responding to a discovery request. Our ultimate goal is to assist you in implementing a readiness program that can potentially help you reduce risk and manage costs.

- **Evaluation:** We seek out the gaps in your company's discovery procedures and technologies, using our knowledge of records management, legal holds, ESI storage, processing, hosting and review, and analytic and forensic technology.
- **Road Map:** We create a road map to guide your company in the use of leading practices to implement a consistent, sustainable discovery readiness program.

- **Process Improvement:** We help your company improve existing processes – or create new ones – to help simplify identifying, preserving, collecting, processing, hosting, reviewing and producing requested information.
- **Validation:** We work with your company to validate the steps taken in developing your readiness program, should a challenge to your discovery process ever arise.

Financial Services Firm

One of the largest financial services firms in the U.S. engaged Deloitte to assist with its e-discovery readiness program and its legacy data issues. During this engagement, our team assessed the client's hold procedures in response to a subpoena; looked at its collection, culling and reviewing process; and reviewed its production and storing of relevant Electronically Stored Information (ESI). We then created a report that identified gaps in their process; designed and conducted training on an e-discovery toolkit that their legal and IT staff use on a day-to-day basis; conducted an inventory of their systems; created a catalog of electronic data; built technology tools for faster identification and collection of relevant data; and assisted with handling all aspects of the e-discovery process for individual cases.

National Insurance Company

Deloitte assisted the client in developing and implementing a national records management program which included: creating a program to educate executive leadership and gain their support for a company-wide records management program; reviewing and creating policies, procedures

The Deloitte Discovery Experience:
A plan with actionable procedures and protocols to help you manage the discovery process more strategically and in a cost effective manner.

and retention schedules for managing records corporate wide; identifying and classifying records; conducting a systems review of unstructured and structured data; and reviewing training plans for implementing the revised program. Developing this standardized records program was the first phase of a multistep process to evaluate and implement a company wide discovery program.

Healthcare Industry

Deloitte conducted an e-discovery program assessment to identify gaps in the client's processes, policies and procedures. Working with the company's IT and legal staff, we prioritized a list of current deficiencies and developed an implementation plan; facilitated a vendor selection process for purchasing software to help identify and collect ESI from their global sales force; and provided identification, collection, processing and production services on some of the company's biggest and most complex litigation matters.

Deloitte Discovery is a continuum of discovery services – from readiness to collection, processing, hosting, review and production – provided by the professionals of Deloitte. With powerful technology and processes, and the right people, we assist legal counsel in addressing the challenges of today's complex litigation and investigation environment.

Reduce your risk. Manage your costs. Deloitte Discovery

For more information about our litigation readiness services, contact:

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