LT25 eDiscovery Code Set

Discovery in litigation or government investigations which deals with the exchange of information in electronic format (often referred to as electronically stored information or ESI). This data is subject to local rules and agreed-upon processes, and are often reviewed for privilege and relevance before being turned over to opposing counsel.

LT25.10 Identification

The identification of potentially responsive documents for further analysis and review.

LT25.15 Preservation

Identifying potentially relevant documents and placing them in a legal hold. This ensures that data cannot be destroyed. Care is taken to ensure this process is defensible, while the end-goal is to reduce the possibility of data spoliation or destruction.

LT25.20 Collection

Collecting and transferring data from a company to their legal counsel, who will determine relevance and disposition of data.

LT25.25 Processing

Preparing native files to be loaded into a document review platform. Often, this involves the extraction of text and metadata from the native files.

LT25.30 Review

Reviewing documents for responsiveness to discovery requests and for privilege.

LT25.35 Analysis

Actions required by litigation teams that ensure ability to make informed decisions about strategy and scope through reliable methods based on verified data.

LT25.40 Production

Turning over documents to opposing counsel based on agreed-upon specifications.

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LT25.45 Presentation

Preparing and displaying ESI before audiences (at depositions, hearings, trials, etc.), especially in native & near-native forms, to elicit further information, validate existing facts or positions, or persuade an audience.

LT25.50 EDRM Project Management

Supervising or managing specific activities or actions throughout the EDRM (Electronic Discovery Reference Model) continuum such as conducting meetings and team calls, developing work plans, budgets, forecasts, reports and other meaningful activities or for general project management.

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