2019 eDiscovery BUYERS GUIDE

A **SOLO TO MIDSIZED** LAW FIRM SHOPPER'S HANDBOOK FOR eDISCOVERY TOOLS & SERVICES

Written By

**Brett Burney &
Chelsey Lambert**

LEXtech review   Burney consultants

EDT

COMPLETE EDISCOVERY MANAGEMENT FOR
LITIGATION MATTERS AND INVESTIGATIONS
EMPLOYING A SHARED DATABASE & OFFERING
MULTIPLE OPTIONS FOR DEPLOYMENT BOTH
ON-PREMISE AND IN THE CLOUD

edt. | Discovery Simplified.

VIDEO REVIEW

Click to view a short video review
of EDT on YouTube.

Recent Developments and Updates

▸ **Automated Processes for Checking Out Batches of Documents for Review.** A new "batch interface" was introduced as part of the Automated Review Workflow that allows paralegals and review attorneys to easily check out batches of documents, perform their review, and check the batches back in again.

▸ **Updated Reporting tools for Tracking Review Progress.** Paralegals and case administrators can now easily track progress in the Automated Review Workflow using the new Report interface.

▸ **Option of Running EDT in a Cloud Platform of Your Choice.** The edt.BLUE option is a platform-as-a-service (PaaS) that provides you with a complete EDT software environment in a dedicated cloud deployment of your choice.

▸ **Better Define the Access Rights of Your Litigation Team.** In addition to "Groups" and "Users," case administrators can now define "Roles"

EDT
COMPLETE EDISCOVERY MANAGEMENT FOR LITIGATION MATTERS AND INVESTIGATIONS EMPLOYING A SHARED DATABASE & OFFERING MULTIPLE OPTIONS FOR DEPLOYMENT BOTH ON-PREMISE AND IN THE CLOUD

"eDiscovery doesn't need to be complicated" is the mantra you'll hear from EDT. They develop their software around the straightforward idea that it should be easy-to-use and fully integrated into a single platform.

Even more, EDT designed their platform to allow attorneys to approach litigation from an investigative angle, rather than as a technical data scientist. In other words, attorneys are seeking the who, what, when, where, and why about the facts of a litigation matter, but that's difficult to do when you're forced to focus on fabricating blind keyword search terms or applying advanced filters before you even know what's in the data.

Founded in 2002 by Australian lawyer and computer scientist Jo Sherman, EDT quickly employed an effective team of lawyers, software engineers, and forensic experts all focused on designing an exceptional e-discovery platform. Today, EDT can be deployed on-premise or as a "portable" option for on-site projects, as well as hosted by accredited partners and a unique platform-as-a-service (PaaS) through edt.BLUE.
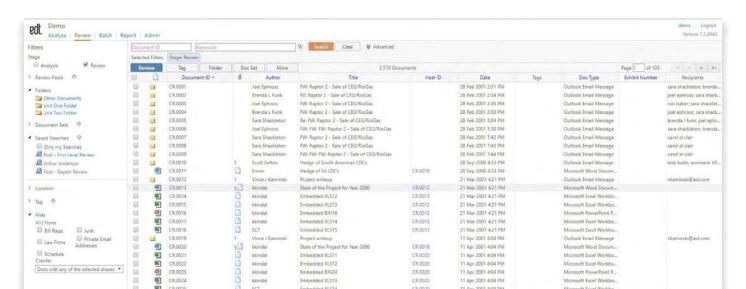
Getting Data into EDT
Getting data into EDT can either be done with

the assistance of EDT professional services, or customers can use the EDT Loader software to ingest it themselves. You can pull in data by folders or files, specify custodians, and access a few other options for ingesting and processing data.

As soon as the data starts coming in, EDT immediately generates a helpful visual to suggest individual custodians and provides filters so you can instantly start to understand the data collection. As you apply filters to the data, EDT produces an "estimator" at the bottom to summarize what you're looking at – the number & page counts of the documents, the data size, how many boxes the printed version would fill, and more. Even more helpful, you also get a sort of "budget calculator" that estimates the cost of a document review if you kicked if off with your current filter set.

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Analyze and Prioritize Before You Review With Your Eyes...

All of this action happens in the essential "Analyze" section of EDT. Normally, a litigation team would have to wait until all of the electronically stored information was completely processed before they could start to search for keywords or examine email domains, etc. But EDT is designed to allow attorneys to investigate the data set before you have to commit to keyword search terms, or settle for reviewing a dataset full of time-wasting junk.

EDT is designed to allow you to conduct your early case assessment/early data assessment in the "Analyze" stage before you commit to the actual document-by-document review. You can actually "test" your keywords in the Analyze section to see what words are effective, and which words require additional consideration. For example, in a contract dispute, the word "contract" will probably return an overwhelming amount of hits that have nothing to do with the "dispute" part of the issue. But in the EDT Analyze section, the team can spend time experimenting with different terms and proximity connectors (within so many words) to better understand how to craft more targeted search terms to focus on the more relevant documents.

The Analyze section of EDT offers a variety of methods for scrutinizing the data by file type, date ranges, duplicates, etc. You're not eyes-on reviewing any data yet, but simply analyzing the data to help you gain insight into the contents of the data set before committing to a traditional document review.

Another helpful tool in the Analyze section is the ability to understand email aliases and "normalize" the names in the document collection. This is a powerful way to reduce time and confusion in a document review, but it's frequently overlooked. When you see messages that come from "Outlook Migration Team" or "Schedule Crawler," they're most probably server-generated notifications which you can excerpt from your review collection.

In a similar vein, every litigation team should take advantage of the ability to "normalize" the various email addresses that are usually found in an email collection. Most attorneys assume there's a single email address for each individual/custodian, but unfortunately that's not how email always works, and that causes infuriating confusion in a document review. For example, Bill Rapp could have an email address of bill.rapp@enron.com or brapp@enron.com, willam.rapp@enron.com plus a few additional odd-looking "internal" email addresses like "Bill Rapp/HOU/EES@EES." If you search for one email address, the others won't come up, thus leaving your search inconsistent and limited. When you "normalize" the different email addresses in EDT's Analyze section, you're basically informing EDT that all of these different email addresses belong to the same individual/custodian so that your searches and filters are accurate before you promote any data over to the "Review" stage of EDT.

Also noteworthy is the fact that you can apply tags in the Analyze section that will carry over into the Review section. When you find a group of emails or documents that need special attention in Review, or can be marked as privileged, you can apply a bulk tag that carries through the project.

Document Review With A Focus

The Review section of EDT is similar to what you might expect from other review platforms, except of course, you're only looking at data that you've pre-filtered and pre-screened so you're not wasting time looking at irrelevant junk.

As you start moving through the Review section, you can organize documents by folders, although documents can only exist in one folder at a time so this is an effective method for isolating or segregating documents when necessary. You can also organize documents by "Sets" which are not limited in the same way – a single document can live in multiple "Document Sets." For example, you might set up a Document Set for each witness, and a key document may need to exist in each of those Sets for quick reference.

The "Quick Search" and "Advanced Search" tools are built right into the primary interface, so there's no need to jump into a different window or section. Clicking the Advanced Search option brings it down from the top of the screen and you can easily save any search so it can be retrieved at a later time. You can also use the search parameters to generate batches for reviewers to tackle.

To open a document, simply select it from the list to pop open a clean interface with the document

> *Conduct your "early data assessment" in the "Analyze" section before you commit to the actual document-by-document review...*

You have several options for viewing the contents of a file including Text, Near-Native, PDF, TIFF, and Markup. The Text view is a simple HTML5 rendering of the file, and the Near-Native view shows you what the document would look like if it was opened in the application in which it was created. If you need to redact or annotate a document, you can do both on the "Markup" tab, even without a requirement to convert the file to an image first.

The right panel of the document viewer appears sparse at first glance, but there is a wealth of functionality hidden under the dropdown options. For example, you can have a "first pass" coding panel for reviewers who may only need to quickly tag a document as relevant or privileged. A "second pass" coding panel can have more intricate options for applying more specific tags to each document. The same dropdown in the right panel also provides quick access to see related documents, and the history of any action taken on that document (when someone opened it, tagged it, etc.).

Lastly, EDT offers a powerful "Document Content Comparison" tool that reveals differences between documents – whether text has been added or deleted.

Productions

The EDT platform offers all of the options that you would expect for creating production sets in native format or standard load files. There is a full audit trail available so you can track all of the activity in this area, along with flexible options for assigning bates numbers and production set numbers.

Why You Should Consider EDT...

▸ EDT pricing subscriptions are affordable, fair, and include all hosting fees, user licenses, processing costs, and more.

▸ Multiple options for deploying the software on-premise and portable solutions, as well as hosted by a service provider or a platform-as-a-service (PaaS) through edt.BLUE.

▸ Customizable visual analysis tools and filters for document concepts and email communications.

▸ Ability to "normalize" the various email addresses and aliases that are routinely found in email collections.

> *" The "Document Content Comparison" tool reveals differences between documents – whether text has been added or deleted. "*

Try Out EDT For Yourself!
For more information on EDT visit
http://www.discoveredt.com/eDiscovery-Buyers-Guide

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