

Clearwell Review & Production Module

The Clearwell Review & Production Module provides legal professionals in corporations, government agencies, and law firms with a wide range of features needed to rapidly conduct privilege and responsive review. The module supports over 100 concurrent reviewers and scales to support even the largest cases. Since the Review & Production Module is part of the Clearwell E-Discovery Platform, users benefit from one seamless application that supports the entire e-discovery lifecycle, eliminates the need to create load files, and enables a truly iterative e-discovery workflow. Key features of the Review & Production Module include:

Review

Near-Native Viewer: Provides the ability to view documents in a near-native format without requiring each application to be loaded on a reviewer's workstation. Both text search and hit highlighting within documents are available, increasing reviewer productivity.

Redaction: Enables reviewers to quickly and easily redact documents in multiple colors, apply reason codes, and verify redactions prior to production. Reviewers can redact specific text, pages, or areas within a document. Redaction Verification allows reviewers to rapidly navigate through each redaction within a document and quickly perform quality control checks to verify accuracy.

Auto-Redaction: Accelerates redaction by automatically finding and redacting keywords, phrases, and personal information such as names, Social Security numbers, credit card numbers, and email addresses.

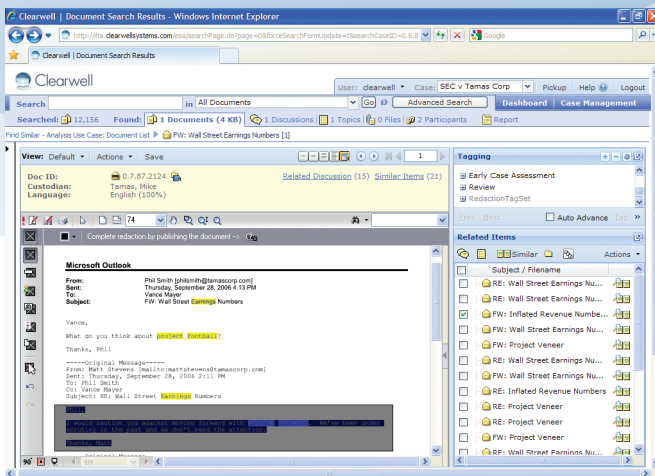
Optimized Review Interface: Delivers a redesigned user interface that maximizes screen real estate and minimizes mouse clicks to increase review throughput. Dual monitor support, breadcrumb navigation, and thumbnail view allow reviewers to quickly navigate through document sets.

Find Similar: Allows reviewers to easily identify and view emails, attachments, and loose files with similar content to the document under review. Reviewing similar documents together accelerates the review process, provides full context for the document under review, and ensures greater tag consistency.

Decision-Tree Tagging: Creates the ability to tag individual or sets of documents using a multi-layer tree structure. This directs reviewers into key decision points, preventing errors and minimizing the number of clicks needed to accurately tag a document. Customization capabilities allow administrators to create different tag sets and control tag access.

Auto-Batching: Allows administrators to automatically allocate documents into review folders using flexible allocation rules. Auto-batching streamlines the process of creating review sets and facilitates easier case management.

Review Folder Management: Allows users to monitor the completion of review sets and see which review folders are currently checked in or out by any reviewer. Case administrators can control access to the review folders and stop or complete a review that is in progress. Review Folder Management makes it easier for administrators and reviewers to coordinate large-scale reviews.

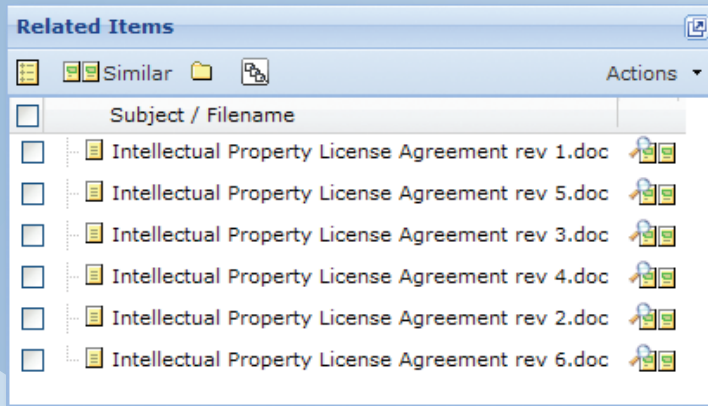


Near-Native Viewer: Provides immediate access to documents, attachments, and email threads in near-native formats, enabling rapid review, tagging, and redaction.



Review Workflow Template: Provides a customizable tag and folder template that encapsulates best practices from enterprises and law firms.

Related Documents: Automatically identifies and displays related documents, such as those identified as having similar content and those contained in discussion threads and attachments, to the document being reviewed. Reviewing related documents together improves consistency and accelerates the review process.



Related Documents: Displays attachments, discussion threads, and similar documents related to the document under review, accelerating the review process and improving tagging consistency.

Persistent Hit Highlighting: Highlights search terms in emails, attachments, and files within the Near-Native Viewer, allowing reviewers to quickly navigate to keywords across one or more searches (e.g., terms from previously executed privilege and responsive searches).

Auto-Resume: Enables users to log off then later resume their work with the exact document and screen settings displayed prior to logging off, eliminating delays associated with resetting screen settings.

Review Progress Report: Shows document review progress for a case in an automatically generated graphical report. The report can be customized to report on folders, tags, dates, and users and allows administrators to easily monitor the real-time status of cases using a variety of parameters.

Reviewer Productivity Report: Shows the number of documents tagged by a reviewer or group of reviewers over a chosen time period. The report can be customized to report on folders, tags, dates, and users and allows administrators to compare reviewer productivity based on the number of documents reviewed per time segment or over a date range, making reviewer management simple and effective.

Reviewer Management: Enables case administrators to easily manage reviewer accounts, including user name, password, and role. Administrators can also limit views and restrict access to tag and production privileges. All reviewer actions, such as login, logout, search, tag, print, and export, are tracked, providing a full, reproducible audit trail.

Production

Native and Image-Based Production: Allows users to produce documents in native, image (TIFF or PDF), and mixed mode formats (e.g. Excel spreadsheets in native, but all others as images). Flexible export options allow for multiple metadata formats (EDRM XML, DAT, CSV, etc.), "reduping" of data by custodian, and preservation of original folder hierarchies.

Bates Stamping: Automates the sequential numbering of documents with Bates Stamps and supports custom labeling of produced documents using headers and footers.

Integrated Production Folders: Allow review teams to create production sets using the same folder features utilized during review, enabling a collaborative approach to building accurate production document sets.

Rolling Production: Enables batch productions at any point in the e-discovery process. Users can track the progress of each production in real-time and view produced document sets within Clearwell in the exact format provided to outside parties.

Load File Configurator: Provides customizable load file creation during export. Expanded export options allow for multiple metadata formats including CSV, DAT, EDRM XML, as well as Concordance®, Relativity®, and Summation® load files.



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