

Repository, Legal and Technology Consulting Services for a Multi-national Chemical Manufacturer

IE Discovery is assisting a large multi-national chemical manufacturer in its defense of multiple cases, including product liability and contracts cases.

For the past four years, IE Discovery has managed sizeable document collections, making them available at any time, from anywhere to corporate, national and local counsel, experts and in one instance, opposing counsel. Working closely with in-house counsel, IE Discovery has processed 2.5 million pages, including imaging, conversion, and coding, capturing relevant box and folder information. We developed special document preparation and quality assurance procedures for each repository.

Success depended upon well-planned management, tracking and control of physical and electronic data. To accomplish this, IE Discovery designed and implemented both physical and electronic methods to account for documents relevant to each litigation.

With over twenty-five distinct document collections (many with documents produced multiple times over the past twenty years) it was critical that each document be tracked independently by source and subject matter. Bates numbers used in prior productions were tracked by necessity. These numbers were tied to a universal electronic Bates number used to maintain the control system for the entire repository.

To organize and streamline the complex and critical tasks of document acquisition, preparation and processing, and database set-up and hosting in a secure, on-line document repository, IE Discovery provided these services:

- Document processing (scanning, Bates numbers, OCR, coding) and chain-of-custody tracking
- Electronic data conversion
- Hosting of document collections in InfoDox™
- Continuous training for local counsel and experts
- Ongoing technical support to manage the collection and provide strategies for retrieval of key documents

Over time multiple local counsel have been trained and supported in the use of the data associated with the case they were managing for the client. IE Discovery continues to provide training, consulting and production assistance as requested to outside counsel as these cases proceed.

A “shoulder to shoulder” partnership has evolved between IE Discovery and the client in producing the best solutions for managing these cases. Corporate counsel has saved money in the litigation budget by partnering with consultants. Repetitive expenditures often incurred when documents are the subject of multiple litigations have been eliminated. IE Discovery continues to support the corporation and its outside counsel today.

- Process consulting for document acquisition and tracking



IE Discovery, Inc. is a discovery management and litigation support services firm. Founded in 1990, we have supported a broad range of clients in all types of litigation. Our services range from high-level strategic case management planning to repository construction to document processing in areas including products liability, toxic tort, Title VII employment discrimination, contracts disputes and patent infringement. The services we perform daily include:

- Document acquisition and document collection management consulting
- Document processing – preparation, scanning, reassembly, objective and subjective coding
- Electronic data conversion and electronic data discovery
- Document hosting in InfoDox™ secure, on-line document repository
- Legal consulting and services for document productions, including reviews
- Technology consulting and services, such as generation of load files

For more information, please contact us at 800.656.8444 or visit us at www.iediscovery.com.