

K&F CONSULTING

Case Management System

Shorten the learning curve, eliminate conversion and production costs, reduce review time while speeding your readiness for trial in a collaborative tool with global reach

Web based, on-demand ESI review, analysis and management tool provides anytime anywhere access through standard browser software without installation or investment in additional software, hardware, staff or data storage and disaster recovery resources

Robust access and data security permits sharing or restricting elements of the same data population among litigation team members, co-counsel, experts, opposing counsel or any person or group in accordance with their designated privileges

Sophisticated coding features allow the assignment of different withhold, produce or redaction criteria to the same document in multi-party, multi-matter litigations

Numerous productivity enhancing features to speed review and analysis

Advanced search capability to cull, organize and explore the document populations

Sophisticated duplicate identification and management drastically reduce review time while providing full coverage

Rapid data ingestion without prior format conversion for fast and affordable Early Case Assessment (ECA) and reduced costs through litigation lifecycle

Informative analytical and management report and query capability to plan the project and monitor productivity and performance

Detailed activity logging for audit and accountability as well as performance monitoring and project management

Flexible load file support for conversion or production to other document management platforms, if desired

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www.knfcon.com/services/case_management_system.html

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When It Really Matters

A simple user interface shortens the learning curve so that staff can start work faster and achieve high levels of productivity

The **Menu Bar** provides access to other system management functions such as user and group security, evidence and chain of custody tracking, and case analysis and management tools like Exhibit Builder.

The **Grid Panel** provides single and multi-document selection in contiguous or non-contiguous rows as well as structured data analysis capability. Location and selection features include sorting, filtering and grouping based on more than 30 document attributes from any branch or node within the Waterfall Panel.

The **Waterfall Panel** provides functional navigation of the document and e-mail populations through the entire review and analysis lifecycle.

From the Waterfall Panel users can direct their probe of the population from many different angles like the starting review population or documents released for production or those containing search criteria or subject matter bookmarks or through management and productivity reports

FILE_NAME	FULL_FILE_PATH	FILE_EXT	FILE_TYPE	FILE_CREATE_DATE	LAST_WRITTEN_DATE	LAST...
4 Studio.bmp	Documents and Settings\Examiner\My D...	.bmp	Bitmap File	5/9/2008 4:39:40 PM	10/14/2005 7:25:00 AM	10/9/20...
1 Palm.doc	Projects\Documents\Palm.doc	.doc	Microsoft Word	8/31/2009 6:10:10 PM	7/17/2009 2:21:55 PM	2/5/201...
16 Palm.gif	Projects\Documents\Palm.gif	.gif	GIF File	8/31/2009 6:10:10 PM	7/17/2009 2:20:17 PM	2/9/200...
18 Copy of Allen.docx	Projects\Backups\Cop of Allen.docx	.docx	MS Office 12 (202/5/2010 1:39:15 PM	2/5/2010 11:48:28 AM	2/5/201...	
19 Copy of Buller.docx	Projects\Backups\Cop of Buller.docx	.docx	MS Office 12 (2/ 2/5/2010 1:39:15 PM	2/5/2010 11:49:00 AM	2/5/201...	
19 Copy of Davis.docx	Projects\Backups\Cop of Davis.docx	.docx	MS Office 12 (2/ 2/5/2010 1:39:15 PM	2/5/2010 11:49:32 AM	12/9/20...	
13 Palm MD SG.docx	Projects\Documents\Palm MD SG.docx	.docx	MS Office 12 (2/ 8/31/2009 6:10:23 PM	7/17/2009 2:23:42 PM	2/9/200...	
18 Blue Lace 16.bmp	WINDOWS\Blue Lace 16.bmp	.bmp	Bitmap File	4/26/2007 3:48:58 PM	2/28/2006 7:00:00 AM	11/24/2...

The **Speed Links Toolbar** offers numerous features like Bates numbering, keyword search, field search and filtering, document or data export, Grid Panel field selector, release of reviewed documents, and multi-document marking for privilege, redaction or production.

Adjustable Panel sizes

The **Review Panel** provides document content and marking capability from any angle or level within the Waterfall Panel. The Review Panel's capabilities include review of document attributes, document text, full application metadata, native format, a reference tab that reveals search terms and instances of similar documents as well as review and bookmark tabs that support marking documents for withheld, cleared, redacted and subject matter bookmarks for any number of user defined criteria.

Native file capability eliminates pre-review document conversion costs, speeds document review sooner and increases keyword search accuracy over OCR'd text

The CMS works with native file formats. So, there is no need to convert native documents into TIFF or PDF images prior to starting review. Not only does this eliminate conversion costs prior to review it also means faster up time so that review can start sooner.

If review speed is more important than conversion costs, pre-review TIFFing can be run in background while review

is conducted.

The system's search tool also works with native format files. Native format files have more data, such as application metadata, that can increase the chances of finding responsive and relevant documents. The native format is also free of errors introduced by OCRing or expending the extra costs to correct OCR errors.

Document review costs 20 to 40 times more per GB than processing. CMS' numerous productivity features reduce review time and overall litigation costs

Preprocess analytics help users plan the most efficient review strategy and align resources.

Preprocess culling for file types, search terms, de-NISTing and deduplication reduce data extraction from preservation images and compound documents and reduce review readiness lead time.

Granular deduplication takes deduplication to the next level and reduces the review population to its smallest size. For example, when hashed as a whole the same e-mail found in different custodians' mailboxes could have different hash values because of their different header data. When deduplication is narrowed to relevant attributes, like only the message body for example, a smaller review population is obtained.

Comprehensive data parsing during processing provides additional document attributes with which to identify near duplicates and further reduce review time.

Multi-document marking capability maximizes benefit of duplicate and near duplicate identification capability to eliminate the tedium of linear document review and reduce review time.

Sophisticated search and filter tools increase the reviewer's ability to locate responsive and relevant documents as well as identify duplicate and near duplicate documents for multi-document marking.

After CMS processing tools narrow the review population to its most atomic level, its production logic can automatically extend review disposition tagging to all instances. So, system users can make review populations as small as possible, which not only reduces overall review time, it also increases document tagging and production consistency and accuracy.

Built-in redaction tools mean documents can be redacted as they are reviewed without additional conversion or handling. This eliminates errors and cuts costs.

CMS production logic lets users withhold entire documents if any part is tagged for withholding or withhold only those parts tagged for withholding. This also increases review production accuracy and consistency as well as reducing overall review time and costs.

CMS productivity tools can be applied to individual custodians, groups of custodians or across the entire project population.

*Sophisticated security features support
multi-matter, multi-party complexity and enable
maximum lifecycle efficiency*

Expose documents to other team members and collaborate with clients, experts and co-counsel while protecting sensitive information.

Avoid production and conversion costs entirely by

swapping documents virtually with opposing parties.

Produce the same or different documents from the same document population to different parties.

Produce different redacted versions to different parties.

*Designed for use during the entire
litigation to efficiently manage costs and performance
of electronic discovery*

Robust analytics provide penetrating insight in to data populations for efficient project planning and performance management as well as detailed audit trail and decision support.

Track important documents as well as all related instances anywhere in the population from collection to final presentation with complete chain of custody.

CMS tools like Exhibit Builder provide post production capability not found in other management tools.

Robust report features can be used for customizable privilege logs.

Data elements, compilations and even the documents

themselves can be exported for individual analysis or use in third party applications.

CMS ' usage based pricing model lets costs closely follow project activity and avoid the rigidity of data volume based models that are insensitive to periods of project inactivity or an a la carte approach to service selection.

Clients with and without existing systems benefit from cost saving tools and features, neutral hosting and document swap capability, rapid start after preservation, and a competitive pricing model.

CMS can easily migrate data to other management platforms, such as those used by the opposition, if desired.

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