



E-Discovery Practice Group

Our Approach to Electronic Discovery

Montgomery McCracken considers electronic discovery to be a dynamic, collaborative process that requires thorough planning, oversight, execution, and full transparency in budgeting and costs. Our approach is designed to provide exceptional service, full defensibility at all stages of the EDRM process, optimal use of the ESI in support of the representation and, of course, effective cost containment throughout. We will work with you and your team to:

- Identify the sources of potentially responsive data by way of focused interviews with key custodians and IT personnel
- Ensure the implementation of and compliance with a fully defensible litigation hold
- Develop a comprehensive discovery plan, including a preliminary e-discovery budget
- Create a negotiation strategy to reduce the burden and expense of complying with discovery demands and agency subpoenas
- Coordinate and implement efficient collection procedures
- Identify, recommend, and apply appropriate early case assessment utilities to reduce the volume of reviewable data and highlight potential substantive issues in connection with the litigation or investigation
- Determine the most appropriate vendor and electronic review platform
- Evaluate internal and external staffing requirements for any document review
- Develop thorough review protocols, training materials, and quality control procedures designed to maximize accuracy and efficiency of the review while maintaining confidentiality and privilege
- Benchmark review performance against budget and deadlines
- Ensure production sets meet all negotiated production specifications
- Prepare privilege logs using automated software applications to the full extent practicable

We have a proven track record of delivering compliant, defensible responses to extensive discovery demands and agency subpoenas while providing cost reduction and predictability. In addition, we will work with the litigation team to identify key documents and events and otherwise assist in the development of effective litigation strategies.

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