

# what we do

early case assessment, document management  
and subjective review in litigation

## Capture Documents

Documents today come in all shapes and sizes and formats. The first step in any document review is to get them into a controlled system of review. Imi will:

- ▶ Oversee the collection of **Electronic data** including email, attachments, PDF, word files etc.
- ▶ **Scan** and **OCR** hard copy documents (a.k.a. "paper")



## Early Case Assessment

Using state of the art software, Imi imports electronic data files to review files in their native format. The purpose is to identify and organize documents requiring further review. In the world of e-Discovery it is important to **cull** data to identify the clearly irrelevant materials and create priorities for further review. This process involves:

**Duplicate Identification:** All full duplicates are identified so they no longer need further review. Cataloguing and relevance/issue tags for the "original" document are applied to all copies;

**Near Duplicate Identification:** Documents that are almost the same are identified and grouped together. This provides significant efficiency and consistency;

**Key Word Search:** a carefully developed list of key words and names is prepared to help identify potentially relevant documents to the litigation. Documents not containing a "key word" or name will be flagged in the system as "Not Relevant" or "Low Priority."

## Document Review

The use of electronic tools in conjunction with a manual review is recommended in the Sedona Canada Principles®. Uniquely, Imi offers both Objective and Subjective managed review.

### Objective Review

This is the most labour intensive stage of document review. It is the bare bones “coding” of information which cannot be captured programmatically.

Imi uses experienced teams of paralegal and law clerks to establish where documents begin and end (“unitization”) and to enter the “tombstone” data required for an Affidavit or List of Documents.

If there are mainly “hard copy” documents, “unitization” is necessary before moving to a subjective review. If the documents are primarily electronic the unitization already exists. It is then possible to perform a subjective review for relevancy and limit the objective review to relevant documents.

### Subjective Review

Imi uses experienced teams of lawyers to review for relevancy, factual and legal issues, and privilege.

What you get with an Imi Subjective Team:

- ▶ **Teams** conduct reviews together, usually in the same room
- ▶ In the beginning issues are discussed immediately as they arise to keep everyone **consistent** and up to date
- ▶ **Daily meetings** are held to review procedures and ensure consistency is being maintained
- ▶ **Questions** are referred to counsel with answers circulated amongst the group immediately
- ▶ **Quality control** procedures are in place – random samples of each reviewers work are reviewed for consistency
- ▶ Programmatic **Controls** are in place to ensure every document has been reviewed and flagged
- ▶ **Statistics** are monitored to ensure the team works efficiently and time lines are being maintained
- ▶ Frequent **progress reports** provided for monitoring of the project

Unlike many of our competitors whose subjective team members review documents in isolation and from remote locations, lmi uses only experienced teams of lawyers grouped together onsite. This approach provides obvious efficiencies and greater consistency in the overall product.

Working on-site and on a local server also means there is no down time or system slowness that is encountered when working solely on an web based system.

At regular intervals and as required, data is transferred to a web based server so that every authorised person has controlled access to the information.

### **Post Review Processing**

**Export and Load Files:** lmi has extensive experience in creating export and load files for all major document management software including, but not limited to Ringtail Legal; CT Summation; Microsoft Access; SQL Server; and Oracle

**Create Review Sets:** When it is time for production, documents can be renumbered according to your needs and presented in whatever format is required.

**Printed Sets for Review:** At any time in the process it may be desirable to review documents the old-fashioned way. We offer full printing, renumbering, and binding services as needed.