

Method[®]

Flexible Legal Hold Management

OVERVIEW

Method is a workflow and notification system designed to manage legal hold and risk assessment procedures performed by law firms, corporations, and service providers. The web-based application runs on the e-discovery review platform Relativity, and provides those individuals who oversee holds with an efficient way to streamline process and mitigate risk.

WORKFLOW

Using Method, the hold process can be centralized in a straightforward, repeatable manner. Instead of using disparate software products, spreadsheets, locally saved documents, and individual email accounts, you can quickly initiate a legal hold with a customized, defensible workflow. Method gives you the tools to send out legal hold notifications by email, interview custodians to gather relevant information, track and analyze responses, and generate detailed reports. It alleviates a resource dependency within organizations, allowing additional users to repeat workflows that have already been developed and saved.

REPORTING

Method's reporting capabilities allow you to track and analyze custodian responses to interview questions, providing insight to the scope of a matter. These reports can be printed to generate defensible accounts of all communications to opposing counsel or the court. Status reports in Method help you monitor progress by displaying a real-time indication of outstanding hold notices and question sets. To ensure compliance with a hold, you can reach out to unresponsive custodians using Method's automated periodic reminders.

“kCura’s offering addresses the challenges of litigation holds in an organized, defensible, and cost-effective manner. Method provides us with a tool to efficiently manage the legal hold process.”

Browning Marean
Senior Counsel
DLA Piper



WHY USE A LEGAL HOLD MANAGEMENT SOLUTION?

Performing legal holds is a requirement in modern litigation. Successful legal hold strategies lay the foundation for a defensible discovery response plan and create efficiencies for other discovery-related activities. With a legal hold management solution and a well-defined process, organizations can prevent the disorder and loss of data that can result from the use of disparate, back-office software products. To learn more about kCura's legal hold management solution, Method, please visit www.methodlegalhold.com.



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FLEXIBILITY

A flexible feature set and granular security model provide the freedom to build unique workflows. You can generate customized question sets, email templates, and hold notices, allowing you to scale Method to fit the requirements of a particular case, and to manage multiple holds simultaneously.

Flexible deployment options make Method accessible as either an on-premises solution, or as a hosted, on-demand solution through a Relativity partner. By using Method on-demand, law firms and corporations gain access to legal hold management capabilities quickly and without IT overhead. Organizations using Method on-premises have the ability to bring the software in-house to manage an unlimited number of holds, custodians, and question sets specific to either legal hold or risk assessment processes. These options give you the flexibility to choose the solution that works best for your needs.

RISK ASSESSMENT

In addition to managing the legal hold process, Method can be used to assess business risk for the purposes of litigation preparedness. Using Method, you have the ability to develop, customize, and save a repeatable risk assessment process. You can distribute question sets to collect data, analyze responses, and make decisions on the results. In addition, Method's reporting tools produce defensible accounts of communications between custodians and users. The results of an analysis in Method can be used for multiple purposes, such as to refine corporate governance policies, prepare counsel for meet and confer sessions, and provide a custodian asset list for a forensic collections team. If a litigation matter or regulatory action occurs, organizations that understand their exposure will have an advantage in preparing for a legal hold, responding to a regulatory agency, or negotiating with opposing counsel.



231 South LaSalle Street, 8th Floor, Chicago, IL 60604

T: 312.263.1177 • F: 312.263.4351

info@kcura.com • www.kcura.com