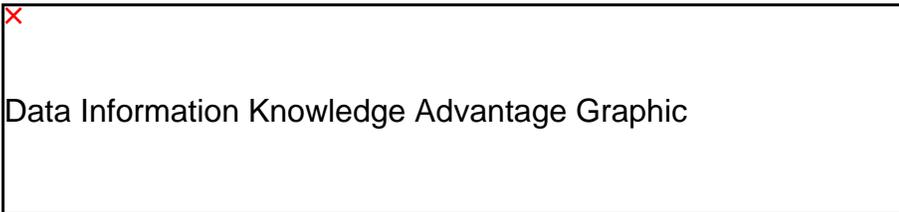




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# E-Discovery



## The Cassels Brock Leading E-dge™

**Discovery and information governance issues go beyond mere technology, giving rise to diverse legal, security and privacy concerns.**

Leading E-dge™ is a suite of services provided by the e-Discovery and Information Governance team at Cassels Brock to address the legal and operational needs of all organizations seeking to address their approach to information in a way that properly reflects current technological and legal requirements while controlling cost. Our goal is to help you develop the right processes and practices, and combine these with the best technology available, to cost-effectively transform data into knowledge you can use to your advantage in legal proceedings.

## Leading E-dge Discovery™

**Discovery is no longer about collecting paper in boxes.**

In 2010, rules that outlined certain obligations regarding electronic information in the discovery process were introduced. Since then, case law has made it clear that — when faced with litigation or regulatory matters — a real need exists for a deeper understanding of complex and evolving e-Discovery obligations.

At the same time, we recognize that our clients are looking for predictability and control over ever-escalating litigation costs, the largest portion of which is attributable to the discovery process.

We've responded by mobilizing our Leading E-dge Discovery™ team and its resources to enhance our ability to control costs associated with discovery and improve our clients' ability to navigate the discovery process effectively — ensuring that matters are dealt with in a manner that is both strategically optimal and satisfies all legal obligations.

From the identification of electronic evidence through to preservation, processing, analysis, review and production, Cassels Brock has the leading-edge technology and proven processes necessary to manage e-Discovery and document review projects from start to finish — on time and on budget — regardless of the volume or complexity involved.

We provide legal and technical advice on the application of appropriate technology; compliance issues; discovery readiness; and document reviews using advanced data analytics, artificial intelligence and innovative techniques like predictive coding/technology assisted review.

### **Best Practice Guidelines**

#### **Leverage our expertise to maximize efficiency and minimize cost.**

In today's world, our most important information is contained in emails and documents stored on servers and other devices. An understanding of the best practices and technological tools needed to deal with these records when problems occur is required; however, due in part to the sheer volume of electronic documents that are stored and shared, even the most basic document reviews can be both time consuming and costly. Developing the proper framework to deal effectively with e-Discovery obligations can seem overwhelming, while acquiring the necessary resources may be cost prohibitive.

Cassels Brock now offers our expertise to in-house counsel, providing advice on tools, policies and procedures through our Best Practice Guidelines. These guidelines have been developed based on our extensive practical experience with the most current standards, legislation, case law and technologies available. We provide support and guidance on best practices regarding e-Discovery, software selection and technology strategies as well as counseling and training to save you time, money and frustration.

### **Leading E-dge IG™**

#### **Modern enterprises need to ensure their data is organized and secure.**

Information governance (IG) is a means to define and manage how information is controlled, accessed and used in an organization to minimize legal and compliance risks and improve business efficiencies. It is also emerging as a means by which organizations can control e-Discovery costs and address data security concerns.

### **The Benefits of Proper Information Governance**

**Litigation Readiness.** In the face of litigation or regulatory investigation, organizations with information that is not properly organized spend considerable time and money attempting to satisfy their discovery obligations and face increased risk of court sanctions for failing to discharge them. Proactive development of IG strategies means a significant time and cost savings should litigation be commenced or data breaches occur.

**Enterprise Efficiency.** However, even organizations that do not face litigation can benefit greatly from proper IG protocols. Ensuring employees can quickly and easily locate the files and records they need saves time and money, increases productivity, and ensures the protection of private, privileged and proprietary data.

### **Our Information Governance Advantage**

From advice on records management to assistance with internal audits for compliance, Cassels Brock takes a

progressive approach to assist our clients — across a broad range of industries — with the development, implementation and streamlining of their IG strategies to safeguard confidential information, facilitate compliance with privacy laws and ensure litigation readiness.

Cassels Brock assists organizations of all sizes in the development of a proper and practical IG framework including policies, procedures and templates.

Our services include:

- Program assessment
- Information organization
- Records & risk management
- Policy development regarding the retention and management of email instant messaging and social media
- Assistance with legal hold and preservation obligations
- Building defensible information governance systems
- Data privacy and protection strategies
- Data remediation
- Counselling, training and support

## Our Team

Our interdisciplinary team approach brings together experienced litigation and information practitioners, with the very best e-Discovery, records management and IT professionals, project managers and third-party vendors. We are proud to have assembled an e-Discovery and Information Governance team dedicated to bringing their legal acumen, technological expertise and demonstrated strength in project management — along with the highest quality client service — to each of our mandates.

For more information about e-Discovery and Information Governance, please contact [Marlon Hylton](#).