

4 WAYS FILTERING CAN IMPROVE EDISCOVERY RESULTS

When it comes to eDiscovery, the majority of the issues enterprises are faced with come down to being able to quickly identify potentially relevant information in vast populations of irrelevant data. This is one of the main reasons the process is so expensive and time-consuming. Unfortunately, this problem isn't going away any time soon. We need to continue uncovering ways to improve our ability to find/identify exactly what we need among the mountains of information. That's where filtering comes in.

Filtering is the process of limiting the data set based on specific criteria, such as keywords, names, dates, etc. Deduplication, deNISTing and other non-content-specific filtering techniques provide a first pass at shrinking the data set. Advanced filtering techniques—such as classification, near-duplicate detection, and email threading—take the process even further. But in order to maximize the value for the eDiscovery process, and the business as a whole, you want to ensure that your filtering capabilities include the following four things.



1 **Eliminating the Junk**

eDiscovery is about finding documents that are relevant to the case. But there is a vast amount of junk that's delivered as part of any initial data set. Junk is defined as data that has no business value and would never be responsive to any case. Think of all the "donuts in the break room" emails that clog the system.

2 **Organizing the Information Based on both Metadata and Content**

It's not enough to just filter out non-relevant data, you want to be able to organize the remaining potentially responsive and/or sensitive documents in a way that makes it easier to review and make decisions. Advanced techniques such as email threading and dynamic clustering provide a way to organize the information in the data set to make reviewing more efficient.

3 **Routing Data to the Right Reviewers**

Once the information is organized, you are now in a position to more effectively route the data. So, for example, foreign language documents can be forwarded to the team members best suited to effectively handle them. Likewise, all documents that have been marked privileged can be forwarded directly to those team members best suited for those, while also minimizing any potential risk.

4 **Leveraging the Data Beyond the Case — and Beyond eDiscovery**

Once a document has been identified as junk, sensitive, or privileged, that classification should live beyond the life of the case so the business can eliminate it entirely or quickly identify that it is sensitive or privileged in a future matter. Not only will that prevent it from being re-collected, re-processed and re-reviewed in future cases, it can reduce the volume of data that the organization must store and manage overall. And once your data is organized, you can more effectively re-use it across cases — and even across the business — to streamline the process, improve consistency, reduce costs, and reduce risk.

Filtering for Strategic Advantage

Effective filtering helps narrow down an eDiscovery data set to help find the documents that are truly relevant to a case or investigation. But filtering, when applied strategically, has the potential to transform the way eDiscovery is handled — and it can even provide significant business value beyond just the case at hand.

About Mindseye

Mindseye is a leading provider of eDiscovery software solutions. The company's flagship eDiscovery platform helps organizations manage risk, minimize legal exposure, and eliminate wasted time and money throughout the discovery process. Organizations that use Mindseye can quickly input and access early data to make cost and resource estimates, formulate strategy and case direction, and ultimately move less but more relevant data to review.

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