

## Case study: Dramatically reducing the costs of e-Disclosure

A profusion of electronic document types is no obstacle to an integrated solution

One of the many challenges facing litigators in the electronic age is the wide array of document formats that can be received for review. These documents might be in an obsolete format or require special software to read them.

Maintaining native format support for the whole range of electronic file types is beyond the capacity of most law firms - an obstacle that Millnet's new DocBuster for Outlook overcomes.

Millnet's DocBuster for Outlook extracts text and metadata from the source documents and at the same time creates a true digital image of the original. DocBuster accepts over 125 document types, converting them into standard HTML and image files that can be readily manipulated.

The 'icing on the cake' is that DocBuster for Outlook delivers the deduplicated and consolidated data as an Outlook data file. This file can be viewed in Microsoft's familiar Office suite and therefore does not require proprietary document management software for the review.

### **"The unexpected cost savings were significant"**

Millnet's client, a mid-size law firm, was retained by an investment bank that had been required to disclose certain documents relating to a commercial dispute. The bank sent the law firm approximately two gigabytes of data on DVD - 40,000 emails and 20,000 attachments - the result of a keyword search of the bank's Lotus Notes database. The data was to be reviewed for relevance and privilege before being disclosed to the other side.

The law firm was not a Lotus Notes user and first considered using a hosted review solution, via a bureau that could offer Notes support.

When the hosted review solution was ruled out on cost, Millnet was approached and asked to estimate the cost of printing the contents of the DVD. A preliminary report revealed that the page count of documents on the DVD was 500,000 pages, equivalent to 2,000 lever arch files and a potential print cost of £50,000 - another non-starter.

### **"A radically simple way to review documents.."**

Millnet's solution was to substantially reduce the document count and eliminate the need to print anything at all during the review process. Using DocBuster for Outlook, Millnet was able to extract metadata and text from the Lotus Notes data, deduplicate and convert to HTML, with each item linked to a facsimile image of the original Notes email. The data was returned to the client as an Outlook data file containing 4,921 records - a reduction of almost 90%.

Using keyword search, the litigation lawyer identified blocks of privileged documents which were quarantined in a separate folder. After that, a paralegal was able to review and flag approximately 3,000 records and the filtered Outlook data file was exported and sent back to Millnet. Millnet printed the flagged records in date order, producing both hard copy and e-disclosure set.

The saving to the client in paper cost alone was 90% and the overall review cost was less than 50% of the cost of the hosted review solution.