

Case study: e-Disclosure for the masses

Millnet's new DocBuster for Outlook service reaches the parts that others do not reach

Today's litigation cases generate an ever-increasing proportion of electronic documents which must be reviewed: Emails, Word documents, Excel spreadsheets, PowerPoint presentations and so on.

If this wasn't challenging enough, the very nature of electronic communications gives rise to a much greater degree of duplication than was found when reviewing paper documents in the past.

Whilst there are a number of proprietary software packages for reviewing and managing electronic documents for disclosure, the cost, complexity and the need to maintain trained staff has tended to limit the uptake of these packages to all but the top few law firms.

With the introduction of Millnet's DocBuster® for Outlook™, the power of these sophisticated tools - previously available only to a handful of firms - is now available to everybody. And best of all, Millnet's powerful new e-Disclosure tool uses the familiar Microsoft Outlook platform, which is already widely used by most firms.

"Most of the documents were duplicates"

A Top 100 law firm representing a media company involved in a commercial dispute, asked Millnet's reprographics department to print the contents of a series of CDs.

The CDs, containing mostly emails and attachments, were the outcome of the first stage of the review arising from a keyword search of an email archive. The requirement was straightforward enough: print the contents of each CD, so that the client could review the documents and disclose them as needed. The initial estimate was that 20 CDs would need to be printed over a two week period.

The first CD contained approximately 19,000 pages - the equivalent of 48 lever arch files. With another 19 CDs to print, it quickly became clear that the final page count would approach 400,000 pages, the equivalent of 950 lever arch files.

Given the volume of documents to review, the client concluded that there was no way traditional paper review could be completed within the three week court deadline or at a sensible cost.

"An incredibly simple solution"

Millnet recommended a DocBuster for Outlook solution. This involved extracting the metadata and text from the documents, removing duplicate records and delivering the remaining records back to the client as an Outlook data file.

The benefits of the DocBuster for Outlook method is that review can be carried out in the familiar Outlook environment - users can view, sort, filter, folder and print records as they normally would in Outlook. And, as Outlook is widely used, no investment in proprietary software or special training is required.

The data were split by date into four separate data files and loaded onto the firm's Exchange Server, allowing four lawyers to review simultaneously using Outlook's search and filter capabilities.

"Millnet helped reduce costs by 90%"

The end result: A ten week review process was reduced to one week, and the associated costs were reduced by 90%. An otherwise impossible deadline was met and a small mountain of paper was saved.