

The CRG Approach to eDiscovery

Defined. Logical. Proven.



Evaluation

This phase begins with an initial meeting between CRG and the client to cover case specifics. A CRG project manager will be assigned and attend this meeting. Topics covered will include: case scope specifics, stakeholders, data information, needs and objectives, deadlines, and client concerns.

Data Diagram

CRG will create a report summarizing the data collection at no charge to the client. This will provide the client with some visibility into the document collection and provide clients with information they may not otherwise have. Areas of visibility: timelines, custodians, file types, and document counts.

Methods

CRG presents various workflow, functionality, and output choices available to the client throughout the discovery lifecycle. Client fills out a checklist document based on their objectives and CRG uses that information to determine various workflow options.

Options & Decision

CRG will provide a variety of workflow options to the client for review and approval. In addition, the client will also be able to view and evaluate various pricing options at this time. Once an option has been selected, CRG will provide an SOW outlining all terms and conditions along with the agreed upon workflow and pricing.

Implementation

Once the SOW has been signed CRG will schedule a Project Kickoff meeting with the client and Legal Team. Training (if needed) will be scheduled. Upon completion of any matter, CRG presents the client with an ED Case Portfolio that will contain all documentation created during the case and outline all processes chosen by the client to add another level of defensibility.

Service Offerings

- ESI Processing
- Proactive & Reactive ESI Management
- Online Hosting
- Hosted Review Management
- Data Collection / Forensics
- Early Case Assessment
- Case Consulting – Pre Discovery & Discovery
- Data Filtering / Key Word Searching
- Native & Image Based Database Creation
- Traditional and Custom Exports
- OCR
- Electronic Image Endorsing
- Document Coding
- Copy / Scan / Print

Online Review

CRG offers and supports a wide range of review applications for its clients. After assisting you with the decision making process, our project managers will begin to tailor the review environment to help you achieve the specific goals of your case, as well as the needs of the review team. The following hosted review applications are available for consideration.

- Relativity
- Catalyst
- Clearwell
- eView

Project Management - CRG360

At CRG we believe the first step to a successful project is assigning a team comprised of individuals with experience, dedication, and above all, an honest approach to providing the best service possible. Case scope and strategy will often change, but the need for superior service will remain constant.

CRG Going Green?

It is no secret that the litigation support industry can put a hefty strain on both power and paper resources and the resulting carbon footprint can be significant. CRG is committed to pursuing new and innovative ways to have a positive impact on our environment and become part of the solution, not the problem. Just a few of the agencies we have partnered with are listed to the right.

- The National Arbor Day Foundation
- Clean Steps Wind Energy Program
- TerraPass