

# E-Discovery Team

Assembling documents for litigation or an investigation used to be almost as simple as opening a file cabinet or storage box. Today, however, it is far more complex, frequently requiring searches of servers, backup files, hard drives, mobile devices, cloud computing sites and social media, with hundreds – if not thousands – of areas and formats in which relevant information can be stored.

To manage a business's risk before litigation and, when the time comes, effectively preserve, collect, analyze and produce its data, clients must ask themselves:

- Can my attorneys advise me regarding the best practices for managing my data sources?
- Can they assist me with forming an information governance policy?
- Can they help me navigate each phase of the electronic discovery process?

And most important:

- Can they do so in a manner that achieves the best possible results while keeping costs predictable?

## REAL-WORLD EXPERIENCE

Stradley Ronon is not just proficient at document management and discovery. We also take a value-driven approach to delivering results. From helping clients establish or enhance information governance policies through assisting with pre-litigation planning to developing and employing discovery strategies, we advise on all aspects of data retention, use and security.

All e-discovery team members maintain active litigation and enforcement practices. Our clients benefit from our real-world experience practicing in an array of fields and our decades of litigating matters in federal and state courts, and administrative forums and handling investigations across the nation.

## YOUR CHALLENGES / OUR SOLUTIONS

Stradley Ronon recognizes that proactive assessment at the outset of an engagement minimizes the risk of later surprises, particularly those involving data and discovery issues. Representing clients of all sizes and types, including Fortune 500 companies, multinational corporations, federal agencies, financial institutions, insurance companies, pharmaceutical companies, nonprofits, privately held businesses and individuals, we skillfully guide them through data challenges and risks

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and help them appropriately leverage their power.

Our e-discovery team provides comprehensive services, assisting with:

- **Information Governance**  
We provide proactive guidance regarding data management, including identifying potential data storage options, benefits and risks. We prepare information governance policies and procedures that are effective, succinct and easy to follow.
- **Pre-Litigation Planning & Data Management**  
Sometimes the most crucial steps occur before a matter formally commences. We counsel clients on e-discovery readiness and related best practices, so they are prepared if and when litigation or an investigation occurs.

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# E-Discovery Team

- **Discovery Management**

Our e-discovery team provides guidance and support on all phases and facets of the discovery process, including litigation hold notices; data collection; review and production; and documentation and reporting in connection with disputes, complex civil litigation, internal investigations, government investigations and white-collar criminal matters. We use the latest technologies and practices as applicable to access the information gathered quickly and accurately, in order to maximize efficiency, productivity and convenience, and minimize total client costs.

- **Cybersecurity**

Cybersecurity used to be a concern for the largest entities only. Today, every business has information that can be targeted, and every year more individuals and companies lose data through various means. With more cybersecurity breaches occurring each year, we assist clients with assessing data breach risks and devising strategies to minimize their vulnerability to cyberattacks. We also help clients respond to and manage data breaches when they occur.

- **Education & Training**

Stradley Ronon offers clients on-site and online training on a variety of information governance and e-

discovery topics, such as best practices for preserving, collecting and reviewing documents; managing email and mobile devices; and preventing and responding to data security breaches.

## OUR COMMITMENT TO EXCELLENCE

Stradley lawyers are committed to staying current on the latest e-discovery legal developments and technologies. E-discovery team members are actively involved in e-discovery-related professional organizations and regularly speak and write on topics in this area. Our team includes members of the Sedona Working Group on Electronic Document Retention and Production, members of the District of Columbia Bar's E-Discovery Committee and a founding member of the Defense Research Institute E-Discovery Committee's Social Media Group.

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