



DISCOVERY MANAGEMENT

The role of coordination and management of the e-discovery project and team requires a combination of technical and legal knowledge, as well as hands-on experience and skills. This is the Discovery Manager, without whom the process is difficult and often times impossible to effectively control. The Discovery Manager is the hub of the Discovery Team.

To efficiently and properly manage the e-discovery process, one must possess extensive knowledge and experience of both the technology involved as well as the legal implications.

THE SITUATION

The growth of litigation involving electronically stored information (ESI) demands the emergence of a new role, the Discovery Manager, a newly developing role with an expertise in e-discovery, law, and technology. To successfully manage e-discovery, it is necessary to engage multiple personnel within and outside an organization including in-house IT staff, legal counsel, technical vendors and perhaps e-discovery experts. Each role brings specialized knowledge and expertise to the team. Their participation, along with the careful and timely coordination of their actions is essential.

The Discovery Manager must understand technical issues to the extent necessary to coordinate the internal IT staff and the e-discovery technology vendors. The Discovery Manager must also understand the legal requirements of discovery, including the new FRCP rules and how 30(b)(6) deponents and testifying experts integrate into the process. And finally, the

Discovery Manager must have the necessary project management skills to coordinate these varied participants effectively and within often very short schedules.

THE SOLUTION

Scarab Consultants possess the necessary diverse experience and skills required and can provide the required Discovery Management expertise to help improve the entire e-discovery process. Scarab Consultants not only understand the technical details involved in the e-discovery process, they also possess the extensive legal knowledge necessary to provide legally defensible solutions and advice. The Scarab Discovery Manager provides a wide array of necessary tasks including;

- ✓ Coordination of the litigation team
- ✓ Development and negotiation of e-discovery protocol
- ✓ Development of RFP for e-discovery vendor
- ✓ Assistance with e-discovery vendor selection
- ✓ Coordination with e-discovery vendor

The Discovery Manager's tasks listed above assume that the Discovery Plan has already been developed, approved by the court, and a schedule has been set for its completion. It is common and helpful for the same consultants to perform both engagements, as they already have knowledge of the organization, persons involved, and the litigation matter.

THE BENEFITS

A Discovery Manager understands the technical, legal, and e-discovery issues that are part of today's litigation involving ESI. Having this expert on your team places you at an advantage during litigation and provides numerous benefits including;

- ✓ One point of contact with expertise in all areas which reduces risks of mismanaging the discovery process
- ✓ Better utilization of internal expertise such as IT and legal counsel
- ✓ Better development and negotiation of e-discovery protocol
- ✓ Negotiation and management of the e-discovery vendor by an expert
- ✓ More efficient and cost effective management of the discovery process

ABOUT SCARAB CONSULTING

Scarab Consulting provides global, results-driven, litigation and investigation oriented discovery services including collections, social media surveillance, processing (electronic and paper), hosting, managed review and court reporting/ deposition services to corporations and their law firms, managing the risks and cost before and during litigation. Scarab Consulting's professional consultants utilize their industry-proven experience inside large corporations and law firms to provide proactive, legally defensible and technically sound services relative to information governance and litigation preparedness. With a suite of fixed-priced consulting solutions, Scarab Consulting is able to custom design a solution to fit each client's needs. Legal/technology driven solutions for litigation and e-discovery including electronic data processing, review, and hosting, as well as document scanning and coding, help increase efficiency and reduce costs for organizations. Powerful technology enables Scarab Consulting's Social Media Surveillance Services to monitor web sites and collect information related to the issues and target individuals associated with a particular matter. In addition, Scarab Consulting provides accurate, timely, and quality court reporting and deposition services delivered by a highly qualified, dedicated Scarab Consulting case management team. Scarab Consulting's alliance with numerous technology providers ensures that the industry's best practices e-discovery and litigation tools are utilized, guaranteeing the best possible solution for every client. For more information, go to www.consultscarab.com.