

Veritas™ Legal Hold Module

Overview

The Veritas™ Legal Hold Module streamlines and automates legal hold management for corporations, law firms, and government agencies. The module enables legal teams to satisfy the duty to preserve from anticipation to completion of litigation by providing a repeatable workflow. As a component of the Veritas™ eDiscovery Platform, users are able to have one seamless application to manage hold notices and also rapidly identify and collect critical data on demand. The Legal Hold Module minimizes the risk of sanctions while providing the highest level of defensibility across the entire electronic discovery lifecycle.

Key Benefits

Hold notices—Streamlines the email notification process as different notices can be sent immediately or scheduled for delivery to custodians and system administrators. Quickly create hold notices and send to relevant custodians and system administrators.

Reminders—Eliminates the need for manual follow-up as reminder email notices can be scheduled for delivery to non-responsive custodians.

Escalations—Maximizes compliance and simplifies the legal hold process. If custodians are not responsive, delivery of email escalation notices to their managers can be scheduled.

Notice library—Achieve greater consistency and efficiency across the legal hold process as hold notices can be saved as templates in the Notice Library for reuse.

Mail-merge—Reduce manual efforts and deliver customized custodian notices by creating templates that will automatically populate variable fields such as case name and custodian name.

Automated tracking and reporting—In a single view, administrators will have immediate visibility into the status of all legal hold notices across all cases. Administrators can drill-down by case to view the status across all custodians.

One-click hold release—Simplifies administration by releasing a hold on one or more custodians with one click. Subsequently, release notices can then be automatically sent to targeted custodians.

Legal Hold	Case	Confirmed	Active	Released	Notices	Last Sent	Actions
Burton v. Tamas EEOC	Burton v. Tamas - EEOC	12	0	0	12 Active	01/25/2011	
Class Action - Teneo Corp	Class Action - Teneo Corp	0	1	9	2 Active 2 Released	01/25/2011	
Department of Revenue - Audit	Department of Revenue - Audit	14	0	0	14 Active	11/28/2011	
DOJ Civil Demand 11-807324	DOJ Civil Demand 11-807324	18	0	0	18 Active	11/28/2011	
Gabrielson Complaint - HR	Gabrielson Complaint - HR	2	0	0	2 Active	11/28/2011	
In re Tamas Corp Pension Fund	In re Tamas Corp Pension Fund	44	1	0	45 Active	11/28/2011	
Jones v. Tamas Shareholder Class	Jones v. Tamas Shareholder Class	11	1	0	27 Active	01/26/2011	
Patent US 8,032,598 B1	Patent US 8,032,598 B1	10	0	0	10 Active	11/28/2011	
SEC Investigation 09-23434	SEC Investigation 09-23434	33	0	0	33 Active	11/29/2011	
SEC v. Tamas Corp	SEC v. Tamas Corp	23	0	0	28 Active 2 Released	01/25/2011	
Steve Sher Domestic Subpoena	Steve Sher Domestic Subpoena	0	0	0	6 Active	01/25/2011	
Tamas Corp v. Teneo Corp	Tamas Corp v. Teneo Corp	14	1	0	35 Active	11/28/2011	
TC08243 Termination	TC08243 Termination	20	1	0	30 Active	11/28/2011	
TC08241 Workplace Discrimination	TC08241 Workplace Discrimination	0	1	0	9 Active 2 Released	11/28/2011	
TC08911 Data Loss	TC08911 Data Loss	7	0	0	7 Active 16 Released	01/25/2011	
TC82432 Internet Abuse	TC82432 Internet Abuse	4	0	0	4 Active	11/28/2011	

Figure 1. Automatic tracking and reporting: Gain rapid visibility into the status of all legal hold notices across all cases.

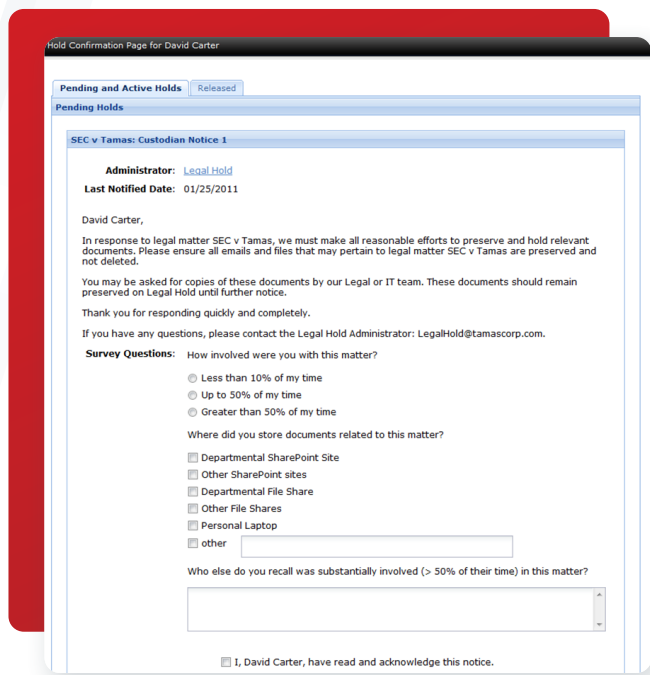


Figure 2. Custodian survey: Easily create custodian surveys to capture important information about a case.

Custodian portal—Custodians can easily track all their legal obligations in one place. They will have access to individual portals that summarize their active, pending, and released holds in a single view.

Custodian survey—Easily captures information critical to a case, thereby expediting the interview process. Surveys containing single-choice, multiple-choice, or free form text questions can be created and issued to key custodians. Templates can also be created and saved to the Notice Library for reuse.

Survey response report—Automatically capture survey responses and using easy to read charts and graphs, immediately analyze information by individual custodian or summarized.

Microsoft Active Directory® integration—Custodians can be dynamically populated into the eDiscovery Platform from Active Directory. When employees are purged from Active Directory, they are still retained as custodians, ensuring a defensible record of all legal hold activity.

Custodian audit report—Create a complete and detailed audit trail

as every legal hold action, such as hold notice, response, confirmation, escalation, and release, is tracked and available via an exportable report.

Distributed, access-based architecture—Legal hold responses can be routed to a separate server that provides access to all custodians, ensuring that the primary eDiscovery Platform server is accessed by designated legal and IT users only.

Seamless integration with downstream eDiscovery processes—The Legal Hold Module is part of the eDiscovery Platform providing users a single product for the entire electronic discovery lifecycle. Users can issue legal holds, and then collect, process, analyze, and review case data all within the same application, ensuring a defensible electronic discovery process.

Archiving and eDiscovery

With Enterprise Vault and the eDiscovery Platform, Veritas delivers the first fully integrated electronic discovery and archiving solution. Legal and investigative teams now have a single, seamless interface to search and collect data, place holds within the archive, and perform analysis and review. Both Enterprise Vault and the eDiscovery Platform have achieved Gartner Magic Quadrant Leader status year after year. Over half the Fortune 100 and more than 16,000 organizations rely on Veritas Archiving and eDiscovery for faster resolution at a lower cost.

More Information

<https://www.veritas.com/form/requestacall/ediscovery-platform-evaluation-request.html>

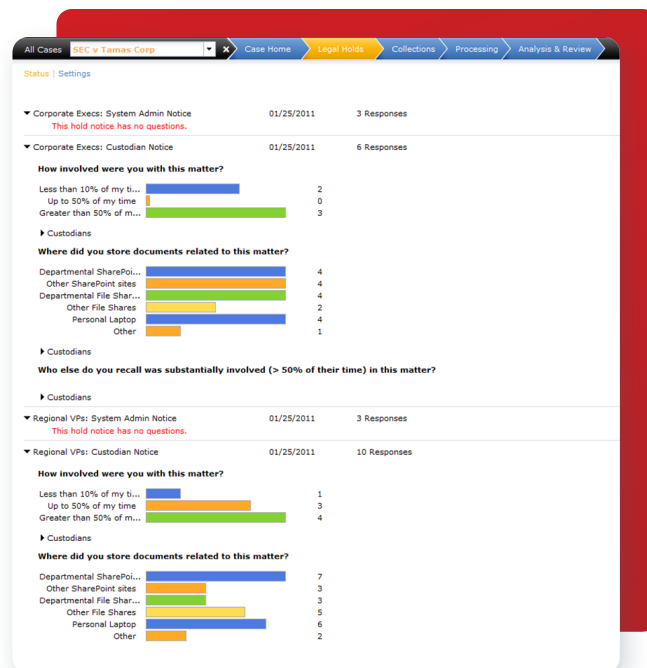


Figure 3. Survey response report: Immediately analyze custodian information in a summarized format or by individual custodian.

About Veritas

Veritas Technologies is a global leader in data protection and availability. Over 80,000 customers—including 87 percent of the Fortune Global 500—rely on us to abstract IT complexity and simplify data management. The Veritas Enterprise Data Services Platform automates the protection and orchestrates the recovery of data everywhere it lives, ensures 24/7 availability of business-critical applications, and provides enterprises with the insights they need to comply with evolving data regulations. With a reputation for reliability at scale and a deployment model to fit any need, Veritas Enterprise Data Services Platform supports more than 800 different data sources, over 100 different operating systems, more than 1,400 storage targets, and more than 60 different cloud platforms. Learn more at www.veritas.com. Follow us on Twitter at [@veritastechllc](https://twitter.com/veritastechllc).

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