



TeamConnect[®] Litigation Holds



Eliminate court-ordered sanctions with a defensible litigation hold strategy.

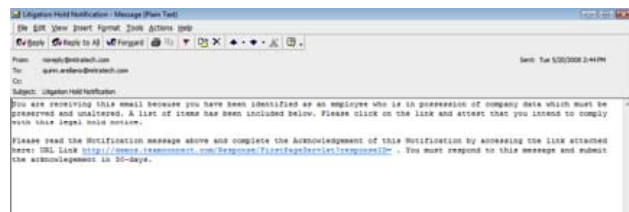
TeamConnect Litigation Holds enables legal departments to comply with judicial and government requests while reducing the time and risks associated with the discovery process. TeamConnect ensures that impacted data sources are accurately identified, custodians are properly notified, and the right documents are preserved.

TeamConnect Litigation Holds helps organizations take control of the massive amounts of electronically stored information (ESI) that reside in multiple locations and data sources. Using TeamConnect, corporate legal departments are able to generate faster, more accurate responses to litigations requests.

TeamConnect manages the entire litigation hold process from identifying where relevant information resides, to issuing hold orders and tracking custodians, responses, amendments, documents, and hold status right up to the release of the hold.

Comply with evidence preservation requests by effectively notifying all affected parties

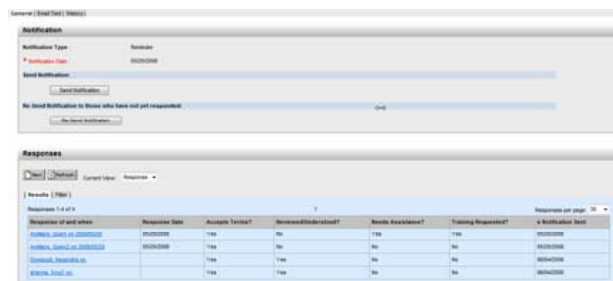
Seamlessly integrated to your legal automation system, litigation holds links directly to your main matter record for a more comprehensive view of the case. The system replaces innumerable email requests and phone calls to ensure custodians are informed about the hold while the entire process is automatically audited along with its associated matter. TeamConnect users can quickly and easily identify all affected custodial systems. Users simply select impacted systems and include all associated system administrators and expert users in the distribution of the hold order.



Automated emails are sent to custodians with a URL to an easy-to-use external application for response solicitation.

Precision search right sizes litigation holds

Additionally, TeamConnect users can select specific record classes, categories, or series of relevant documents to include in the hold. Integration with records retention schedules and other related information helps ensure that the hold is not overridden by other automated policies. The Litigation Holds solution helps reduce the amount of data collected by providing legal departments with the necessary tools to ensure that only relevant documents are preserved.



Responses are gathered from all custodians and displayed in a single, user-friendly location.

Full lifecycle management of litigation holds slashes risk that evidence is overlooked or mishandled

TeamConnect streamlines your litigation holds program and ensures that all communications are tracked in a single, central location.

TeamConnect completely supports the litigation hold lifecycle by allowing you to:

- ▶ Draft and route hold orders for approval prior to distribution
- ▶ Issue hold orders with a full audit trail of who was notified when
- ▶ Effectively manage non-responses with automated escalation paths
- ▶ Track and manage distribution lists, add or subtract individuals as needed
- ▶ Set automated refreshes on a hold order at a specified frequency
- ▶ Report on hold orders that remain open beyond the life of the matter
- ▶ Automate the release of the hold