



TeamConnect® Legal Hold



Avoid risks, sanctions and fines with a repeatable, defensible legal hold strategy

TeamConnect Legal Hold provides a sound methodology and repeatable process to help improve FRCP (Federal Rules of Civil Procedure) compliance while driving down eDiscovery costs. Gain tight control over your electronically-stored information (ESI) and enforce the entire legal hold management process, from inception to completion, with a full audit trail proving measures are being followed.

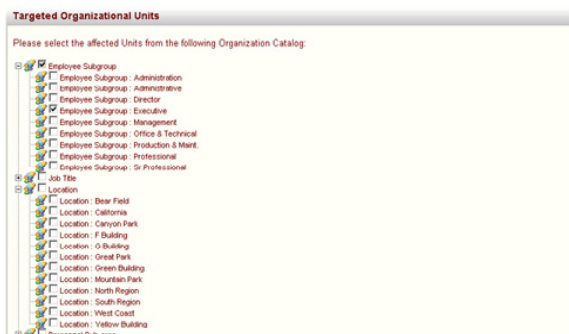
TeamConnect Legal Hold helps corporate legal departments fulfill the duty to preserve using a defensible methodology to automate the costly, time-consuming and highly sensitive legal hold management component of your overall eDiscovery initiative.

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, TeamConnect Legal Hold not only simplifies the entire process, it provides the visibility and control you need to support a successful legal hold strategy.

Get it right from the start with a clear scope

TeamConnect Legal Hold enables you to effectively determine scope early in the legal hold management process. Choosing only relevant custodians and data systems prevents unnecessary data retention and drives down the ultimate cost of managing your ESI.

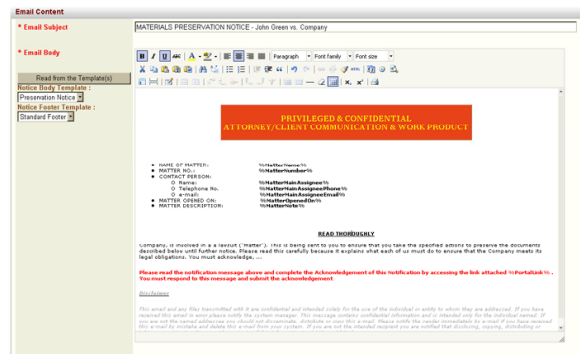
- ▶ Easily select the right custodians from an on-line organizational chart that reflects up-to-date information from your HR system.
- ▶ Choose systems subject to the hold from a data source catalog that instantly identifies appropriate stewards and has retention built in.
- ▶ Maintain the scope of the hold over its life by identifying and alerting users of new, departing, or relocating employees.



Choose custodians quickly from convenient on-line information.

Document acknowledgment notices, automate reminders and escalation policies

- ▶ Authenticate recipients' credentials at the portal to ensure that the proper person is responding and adhering to the process.
- ▶ Define and set reminder frequencies and escalation policies.
- ▶ Reliably transmit notices and make it easy for recipients to respond and view all the hold notices they have been issued.
- ▶ Ensure a full audit trail of notices and responses.



Build consistent messages with notification templates.

Deliver repeatable and consistent messaging

- ▶ Ensure precise content with templates and fields that automatically pull matter information.
- ▶ Rely on a robust workflow to ensure that notices are reviewed and approved prior to distribution.



Reduce business distraction with faster and more effective interviews

TeamConnect Legal Hold users are able to conduct quick and cost-effective interviews of their data custodians with:

- ▶ The option to conduct interviews in person or on-line.
- ▶ Automated tasks sent to legal hold support staff based on specific responses.
- ▶ Set templates to formulate consistent questions and reduce the need for follow-up interviews.

My Legal Hold Pending Tasks					
My Upcoming Tasks					
Task Priority	Subject	Due Date	Related Record	Status	Percent Complete
Normal	HR Feed Processing result: List of Move-In/Move-Out employees	10/05/2009		Started	5%
Normal	Database Feed Processing result: 3 new stewards have been added	10/09/2009		Started	90%
High	Please review and send the submission_Hold Auto Reminder Notice	10/10/2009	C200910061643: Hold Auto Reminder Notice	Started	50%
Normal	Potential custodian has been identified: Atkinson, Michael	10/12/2009	Atkinson, Michael M	Not Started	0%
Normal	Notice recipient needs assistance: Matsushima, Greg	10/12/2009	Matsushima, Greg	Not Started	0%

Generate tasks based on interview responses or other occurrences.

Manage the entire collection process with greater consistency

Full lifecycle management of legal holds slashes the risk that evidence is overlooked or mishandled. TeamConnect streamlines your legal holds program and ensures that all communications are tracked in a single, central location.

- ▶ Use dynamic workflow approvals to ensure a quality plan.
- ▶ Reduce duplicative efforts with centralized information and immediately identify gaps.
- ▶ Track responsibility more quickly and easily with automated notifications and escalations for collectors and custodians.
- ▶ Monitor and record the collection process with dashboard statistics and a complete history.
- ▶ Respond more quickly with accurate and defensible processes.

Gain visibility and control with audit trails and reports

TeamConnect Legal Hold provides a comprehensive view of your legal hold collection process. Summary reports and online statistics deliver at-a-glance information so your legal hold team views the most current information.

- ▶ Quickly identify affected individuals and systems and easily determine which holds relate to a specific employee or matter.
- ▶ See all non-respondents and monitor interviews by interviewer or custodian.
- ▶ Display a vast array of details from a historical perspective, such as a list of custodians for all notices sent, number of holds per individual or business unit, and more.
- ▶ Create custom ad-hoc reports.

An integral part of TeamConnect

Mitratech is unsurpassed as a long-term provider of corporate legal technology and TeamConnect's streamlined workflow forms the foundation of the Legal Hold offering. Enjoy the advantages of an integrated solution from a technology provider you trust and benefit from lower costs, a significant return on your technology investment, and a uniform interface.

- ▶ Gain greater flexibility and scalability through TeamConnect's open architecture.
- ▶ Assert greater control over the discovery process by storing matter management and legal hold information in a central location.
- ▶ Avoid new system acquisition, deployment, license, and maintenance costs.
- ▶ Enjoy shorter learning curves and minimal training.

About Mitratech

Mitratech provides market-leading Collaborative Accountability Applications for businesses and their trusted partners. With team-oriented domain applications in legal process automation, governance, risk, compliance and security, Mitratech's TeamConnect Collaborative Accountability Suite improves transparency of financial reporting, reduces exposure to risk, and boosts operating discipline, information security and the efficiency of enterprise processes. The company's Collaborati browser application also meets the accountability and collaboration needs of proliferating extraprise teams, wherein vendors, partners and service providers often have to be included in sensitive teamwork projects such as electronic billing, legal hold and collaborative budgeting, or those which expose businesses to liability.