

TEAMCONNECT[®]

Legal Hold

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 e-discovery 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

DOCUMENT ACKNOWLEDGEMENT 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

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 online
- 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.



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 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

Mitratach 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

Mitrates is the most trusted, market-leading provider of fully-integrated enterprise legal management solutions for global legal departments of all sizes, including more than 25% of the Fortune 500 and more than 240 legal departments. Mitrates's offerings are used by over 65,000 corporate users and 9,000 of their external partners (including 100% of the Am Law 200) in over 140 countries. These solutions include the TeamConnect and Lawtrac product platforms, both of which offer end-to-end matter management, spend management, e-Billing, legal hold, contracts management, reporting, and compliance solutions. Mitrates clients are able to prove demonstrable value creation for their organization by automating legal workflows, improving business outcomes through actionable data and insight, increasing collaboration with external partners, and reducing overall legal spend. To learn more, visit <http://www.mitrates.com>.

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