

Overview

The Strategic Technology & E-Discovery Methods (STEM) Team recognizes the value of using technology to expedite document collection and review while controlling costs and has established best practices for efficient data collection and processing.

Our approach is to arm each trial team with the knowledge and resources needed to manage the matter's e-discovery requirements in the most flexible, effective, and efficient manner rather than segregate e-discovery into a function performed by lawyers and paralegals handling only the e-discovery side of a matter.

The team's litigation experience provides the foundation for counseling that we provide when helping clients develop appropriate practices and policies for ESI retention, preservation, and collection.

WE MAKE DISCOVERY EASIER BY:

- Working with client's IT department to design search terms to retrieve emails or other electronic data
- Reviewing documents in native format to capture metadata
- Conducting initial relevance review to remove unrelated documents
- Performing initial privilege review by screening for attorney names; preparing initial privilege log using native metadata
- Creating production sets of branded and Bates numbered documents in PDF or load file format

INDUSTRIES WE HAVE SERVED:

- Health Care
- Medical Device
- Manufacturers of Consumer Goods
- Automotive Manufacturing and Supply Chain
- Chemical Manufacturers
- Food and Beverage
- Real Estate
- Energy and Mineral
- Banking

Representative Experience

- Reviewed and analyzed approximately 12 million pages for relevance and jurisdiction in an insurance class action
- Reviewed and analyzed 2.2 million documents for responsiveness and privilege in a defective product class action
- Reviewed and analyzed 300,000 documents for responsiveness and privilege in an environmental cleanup dispute

Highlights

- Drafted ESI preservation and legal hold notices and discovery plans
- Shepherded data through the discovery process from collection through processing, review, and production
- Created and maintained virtual data rooms for M&A and divestiture projects
- Drafted and performed title work and filings for indentures

Areas of Focus

- **Focus** – specially trained attorneys and paralegals concentrating on one thing – your data
- **Speed** – on average, 50% faster than conventional methods
- **Experience** – attorneys and paralegals with backgrounds in serial litigation and complex transactions for numerous industries
- **Cost savings** – lead litigators and corporate attorneys are free to strategize and litigate



Anne L. Frye

Team Leader

(502) 423-2063

anne.frye@steptoe-johnson.com



Cara H. Jarrell

Team Leader

(502) 423-2062

cara.jarrell@steptoe-johnson.com