

A Comprehensive Suite of eDisclosure Platforms from the Global Industry Leader

eDisclosure uses include:

- Civil litigation
- Employment tribunals
- Data subject access requests (DSARs)
- Freedom of Information Act (FOIA) requests
- Public inquiries
- Major investigations
- Serious case reviews
- Criminal Procedure and Investigations Act (CPIA) compliant reviews
- Internal investigations
- Regulatory (e.g., FCA, CMA, Judicial) reviews

Benefits of eDisclosure include:

- Increase public confidence due to greater transparency and standardised processes
- Improved compliance, which leads to a reduction in risk
- Stronger accountability with audit trails of decision making
- Access to integrated analytics and AI tools
- Increased security, due to permission-based access controls

The UK public sector has been undergoing a period of sustained change and financial contraction. Public sector leaders are experiencing financial pressure as never before, alongside an increasing demand for essential services. At the same time, the public sector in the UK is creating, sharing and securing more electronic data than ever. This is driven in part by a growing public appetite for transparency and accountability from society's central institutions.

Managing information, particularly for the purposes of legal processes and disclosure can be highly resource-intensive and pose significant legal risk to already stretched public service resources. Where data needs to be processed and shared as part of a legal process, specialist technology platforms are frequently used to ensure that this work is done rigorously and efficiently. The term eDisclosure (or sometimes eDiscovery) is used to describe the systems, processes and practices associated with this work.

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High Impact Disclosure Scenarios

Here are some practical examples of how eDisclosure services could be of benefit to your organisation.

Public Inquiries, Serious Case Reviews and Major Investigations

A devastating public safety incident takes place, and your organisation has been involved in providing services to those involved before, during, and in the aftermath of the event.

There could be relevant information spread across numerous corporate and individual systems, geographic and specialists teams. There is likely to be relevant material

which exists within your organisation, that you may not be aware of without a physical and technical scoping or mapping exercise. The relevant material may relate not just to individuals, but to the functioning of entire teams and the strategic decision-making at executive level. The number of relevant documents could be over 100,000, drawn from a pool of tens of millions and range from published policy documents to mobile phone text messages.

Bespoke Workspace Design

Our platform provides workspaces that grow with the matter, which may last for several years and change in scope throughout that time. The workspace includes features such as:

- **Automated document processing and data extraction**, which helps reduce the manual effort required and makes it easier to conduct effective analyses
- **Advanced search and analytics capabilities** make it easy to quickly find and analyse the most important data, using tools like email threading, concept searching, and automated document clustering
- **Collaboration and communication tools** make it easy to share documents and information with internal and external teams, and includes features like document tagging, annotations, and notes
- **Document review tools** like redaction, bespoke coding and privilege logs make it easy to review documents quickly and accurately

- **Production and presentation tools** include features like document bundling and PowerPoint presentations, to make it easy to create and present documents in court

Our platform retains the source identifiers and location details of every document, to provide a global view of all material that has been identified as relevant; and when, where and how that material was collected. This continuity trail is particularly crucial in public inquiries; when the source, circulation and dating of a document is often as important as the document itself.

Fully Auditable, Legally Defensible Document Handling

Our platform protects documents from subsequent changes and provides a full audit trail of every user's interactions with the document set and the platform. This provides complete peace of mind, with processes that are recognised as fully compliant with legal and court requirements.

Employment Tribunals

A former member of staff from your organisation alleges that they were subject to discriminatory treatment over a five-year period.

The staff member believes that the management of their performance at work was discriminatory on the basis of their protected characteristics under the Equalities Act 2010. In their statement, they cite comparisons with the treatment of five other colleagues over the same period as evidence of their adverse treatment using examples such as volume, length, timing and tone of communications, as well as the quantity and quality of the work itself. All members of staff are engaged with front-line service delivery, and have had thousands of interactions with the relevant manager across several systems over the cited period.

Timeline Visualisation

Timelining tools can quickly build an accurate picture of the member of staff's interactions with their supervisor, arranging interactions dispersed across channels such as text messages, email and corporate system case management notes into a meaningful chronology. Timelining rapidly decreases the time required to make decisions, increasing confidence and reducing cost.

Early Data Assessment

Our platform provides a wide range of tools that allow legal teams to quickly understand significant data sets and summarise the supervisor's activities over the period, including all management communication and task allocation. Concept clustering uses linguistic and statistical methods to group related words, phrases, and documents into clusters that can then be used to classify the documents, identify topics, and uncover evidence. Sentiment analysis can be used to determine the emotional tone behind a piece of text and gauge the opinion of the author. Rapid insight into the case, gained through tools like these, enables quicker decisionmaking on whether or not to defend the claim. These and other early data assessment techniques bring the most impactful or significant data to the surface, enabling faster, more empowered legal decision-making.

Data Subject Access Requests & FOIA Requests

A journalist is working with interested members of the public, exercising their rights under the Data Protection Act 2018, the General Data Protection Regulation 2018, and the Freedom of Information Act 2000.

Your organisation has provided a reduced scope of information to date under Section 8(2) of the Act, due to the disproportionate effort required to locate the further known material. An appeal has subsequently been made to the Information Commissioner, citing technical advances which reduce that disproportionate effort. The ongoing appeal and disclosure requests result in adverse media comment regarding the apparent transparency and information law compliance of your organisation.

Specialist Support

Our eDisclosure consultants can forensically collect, sift and sort even the most unstructured of shared drives and unregistered data repositories. Our workflow specialists can design efficient, defensible processes. Our review teams can examine the document set quickly to determine how much material should be released, and what redactions need to be applied.

Redaction Solutions

The nature of personal data within public sector organisations means that redaction to protect the privacy of any third-parties is almost always a crucial activity whenever material is to be released. Manual redaction relies on human accuracy and processes that are often circuitous, leaving room for error and confusion. Our platform applies redactions to documents securely, with customisable features and a full audit capability. It removes the need for risky workaround processes such as 'flattening' black highlight text onto re-saved PDF documents, which can then be removed with PDF editing software.

Civil Litigation

A member of the public alleges that your organisation has failed in its statutory duties by knowingly allowing a factory to discharge waste into a waterway that is adjacent to a school.

They cite five to ten individuals whose work may be relevant to the alleged systematic failure covering a period of five years. Relevant documents are emails, documents, meeting minutes, shared drives and numerous, complex entries on your organisation's case management system, call handling and other information management systems. There are likely to be over 1,000 relevant documents to this claim.

Forensic Collections

Our team can be deployed rapidly across the UK, with high-quality and pre-prepared forensic collection kits capable of collecting data from a range of digital devices. We operate to ACPO standards and have experience in leading collections to both criminal and civil standards. We are able to react quickly to urgent or unexpected collections.

Global Data Search Capacity

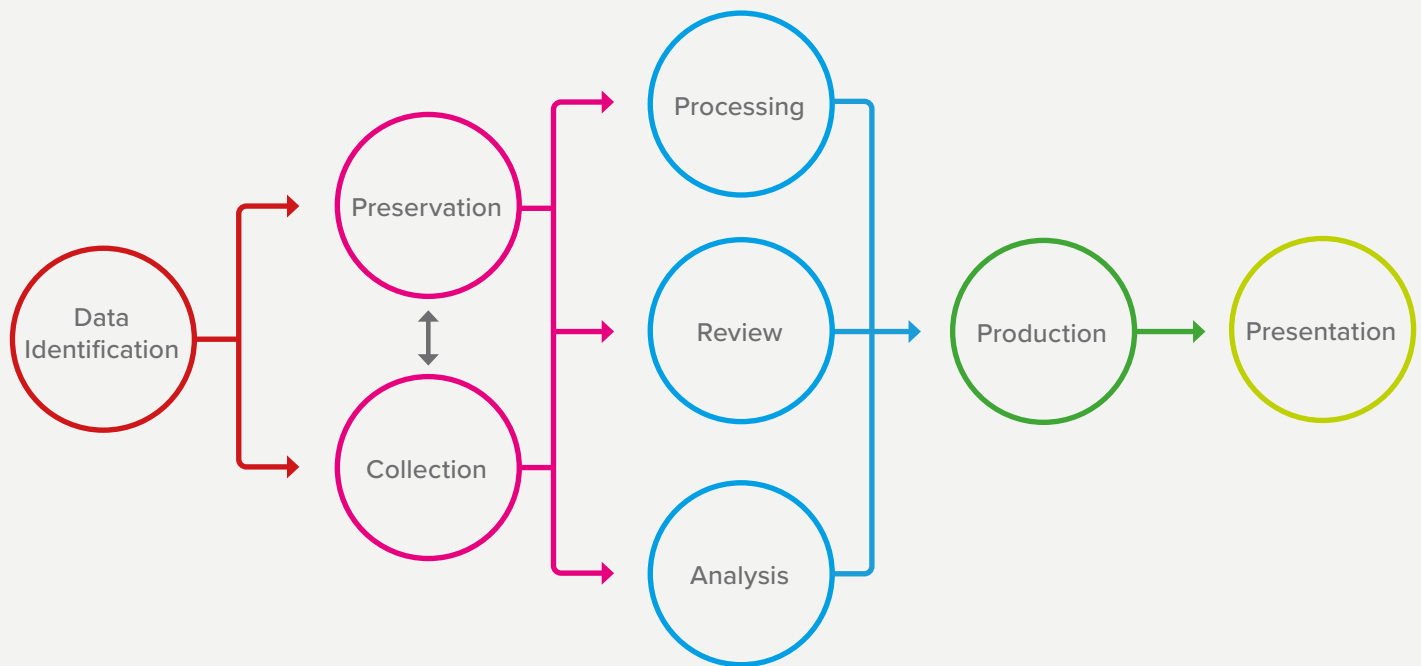
Our platform allows all documents to be held centrally, regardless of their file type or where they were originally stored. This allows all documents to be searched at once, which is quicker and ensures that no systems are missed. Our advanced search tools are far more effective than general operating system search, and incorporate fuzzy matching to include near hits and common spelling errors. This reduces the volume of documents returned while also reducing the probability of relevant documents being missed. It is then easy to trace where a document originated, as original file structures and mailboxes are locked down.

Search Term Reporting and Audit History

Litigation in the public sector often involves highly emotive topics where a lack of organisational trust has become a factor. Our platform produces search term reports that can be used to demonstrate the process followed, the exact searches applied, when and to which data sources. Every key stroke is retained, traceable and reportable through comprehensive audit logs.



The Electronic Discovery Reference Model (EDRM)



The EDRM is the internationally accepted process by which electronically-stored information (ESI) is brought in and managed through legal processes, with a focus on civil litigation. Duke University School (US) is the leading institution for EDRM development, research and innovation. Further resources can be found here (edrm.net, 2017).

Data Identification

The first step is to determine what data exists, where it is and identify the correct process to collect it. The process of scoping and identifying all locations and formats for relevant data may include speaking with key organisational stakeholders who are able to identify the systems and individuals who will need to be involved.

This may involve interrogating legacy (mothballed) systems that have been replaced through subsequent IT infrastructure roll-outs. Depending on the context of the requirement, applying search terms that 'corral' relevant data is an appropriate technique that reduces the scale of subsequent work. For example, in the case of a Subject Access Request it is sensible to limit data to all emails where the data subject is explicitly named.

Data Preservation

Where issues of organisational confidence and integrity are central to a legal process or claim, ensuring procedural rigour in collection of data is essential.

The same principles apply to the retrieval of any type of document from archive boxes to 'Internet of Things' device data extracted from smart speakers like the Amazon Echo. The objective is to isolate and protect potentially relevant data from alteration, destruction or modification. While it is possible to extract and process entire mailboxes or file systems, (dependent on the nature of the disclosure or the purposes of the search) careful and forensic search term identification and collection can be more appropriate. Understanding data storage from the point of view of a computer scientist or computer forensic expert is essential in order to collect and report data with sufficient legal defensibility.

Data Collection

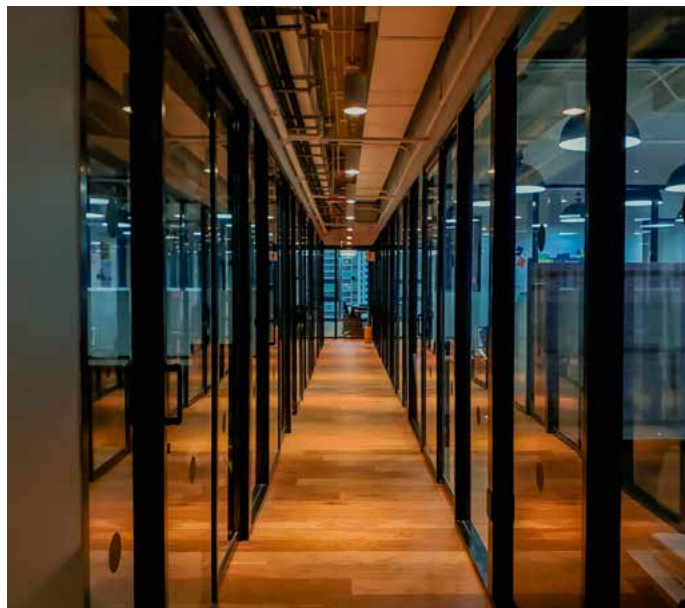
Collecting data must always take place securely, whether it is on site in your organisation, remotely via a web-based screenshare, or within a secure digital forensic laboratory.

We use the same chain of custody procedures and evidence bags that are used in police work to ensure continuity and integrity of data. A wide array of techniques are used, driven by the format of the data, from scanning and coding of hardcopy documents to the logical and physical imaging of hard drives to capture electronic documents and conversation threads in WhatsApp, Slack and SMS.

Data Processing

Processing converts the data that has been collected into a format that is appropriate for the subsequent work in a forensically sound manner.

This requires separating attachments from emails, expanding ZIP files, extracting metadata to make it searchable, deduplication and removing irrelevant system and application files. These processes bring down the number of documents that are required in subsequent stages. This reduces review labour costs and may also reduce the volume of data that needs to be hosted.



Review

This stage involves selecting appropriate documents to move forward to analysis and ultimate disclosure and disregarding ('demoting') irrelevant data in an industry-accepted and legally-defensible manner.

The challenges of review often centre on the ability to scale and equip large teams of reviewers at short notice, and then to ensure that those teams are engaged as productively as possible in the performance of the review. Reviews may last only a few weeks, or may continue over several years; often with a highly variable and unpredictable workload. Processes need to be tailored to the needs of the client and the matter, all delivered flexibly and with complete traceability and defensibility.

Defining and applying a cohesive review methodology, supported by innovative, yet tested technical enablers, means that large volumes of material can be sifted, sorted and assessed within short timeframes. We prepare a briefing document that captures the specific purpose of the matter, details any relevant background information and the key issues for consideration. Once reviewed and agreed with the client, this then forms the basis of the training delivered to the review team.

Real-time reporting on the size of the data enables the scale of work to be performed to be understood and a defensible and appropriate collection strategy defined. It also allows legal teams to make informed applications and give realistic, achievable undertakings to the internal and external stakeholders for the matter.



eDisclosure workspaces can be created within our platform that allow hundreds of documents to be reviewed each day. Workspaces, decision prompts and tagging actions are all easily customisable to the matter-at-hand.

Some clients prefer to conduct the review itself using their own staff. In these circumstances, we can help by delivering targeted review training to client review teams to ensure that they are productive and efficient.

Some clients outsource this work to us. There are several reasons why this may be the case. Examples include the importance or complexity of the matter meaning that it requires specialist expertise, or its size and scope being beyond the capacity of the client's own resources.

When conducting reviews on behalf of clients, we tailor our teams to suit review requirements. We will often use a mix of qualified lawyers and legally-qualified reviewers that have previous experience in the field relevant to the matter. Using lawyers allows rolling, in-depth analysis of review decisions, ensuring accuracy and consistency in decision-making. Our teams include NPPV3/SC cleared reviewers and review managers, enabling us to handle sensitive materials without delay. Through monitoring the productivity of the team and scaling the team accordingly to item volumes, we control cost and operate within agreed budgets.

Analysis

Powerful technological techniques determine the key information; topics, critical individuals, specific vocabulary and relationships.

Analytic techniques quickly distil, connect and clarify communication to reveal what was known, by whom and when. Our platforms use advanced analytics and artificial intelligence to streamline document review. Techniques such as email threading and textual near-duplicate identification significantly reduce review volumes by removing redundant content. Organising documents thematically allows teams to identify key issues without relying solely on keywords. Machine learning tools like Continuous Active Learning and Generative AI prioritise relevant documents and predict coding decisions. These innovations enhance accuracy and consistency while delivering substantial time and cost savings.

Production

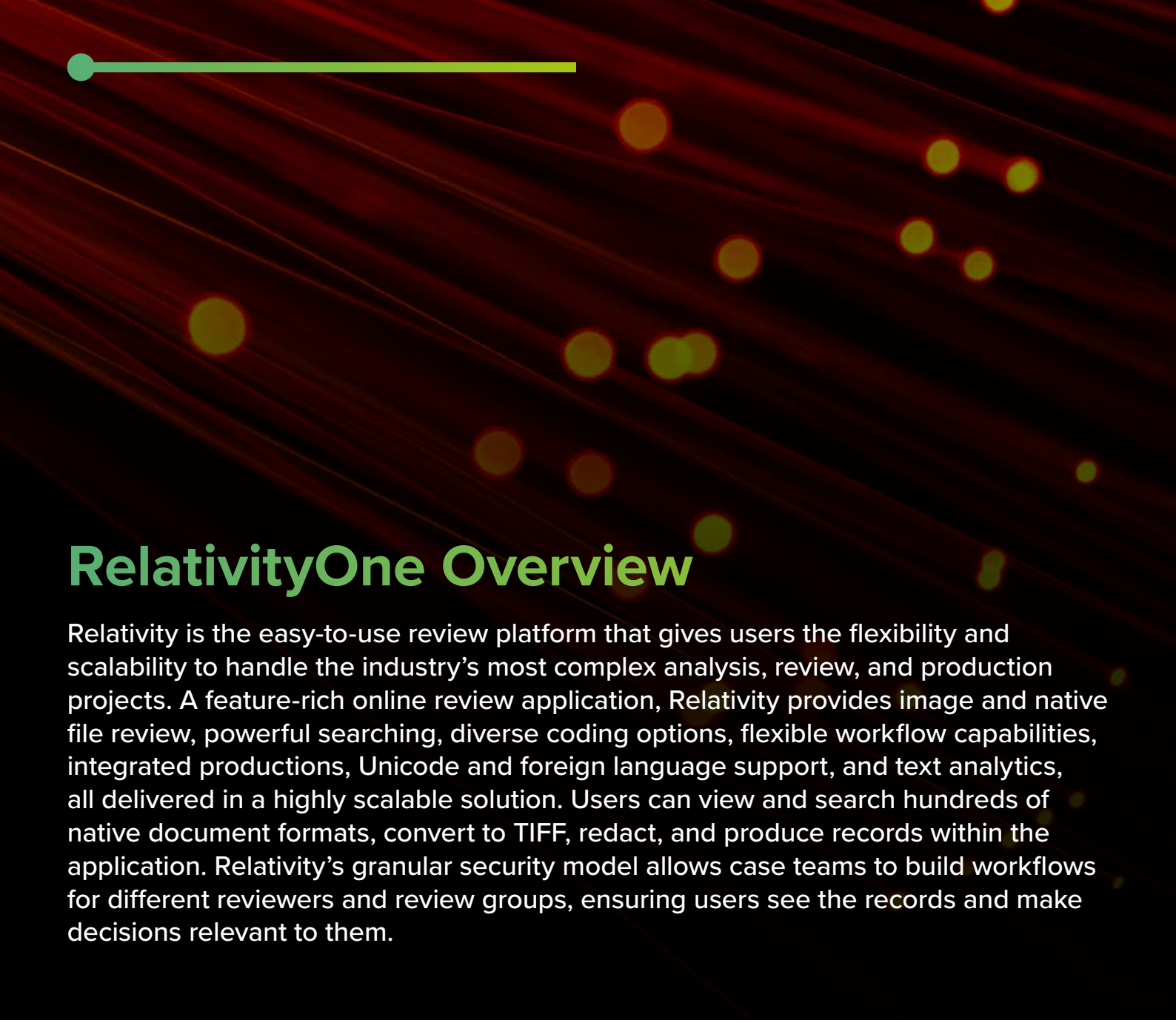
The scope of the 'handing-over' process may be large or small, soft or hardcopy. Full original files (called 'natives') may be provided, or images with redactions applied to mask irrelevant content.

Smaller productions (e.g., 75 redacted emails from a data subject access request) may be supplied in the form of a bound hardcopy document. Larger productions (e.g., 900 files including emails, Word documents and database exports for a civil claim within a tribunal) may be supplied in an archive format such as ZIP. The largest productions (e.g., 150,000 native files forensically extracted from a department's SharePoint and filtered for relevance) may be supplied in our platform's own format, as this supports subsequent analysis by the receiving party (by e.g., a public inquiry team). We can also provide productions in multiple formats simultaneously (e.g., hardcopy for individuals and different platform formats for each of the 'other side' legal team and public inquiry team).

Presentation

The data is then reviewed by the party in receipt of the production in order to determine which elements to present in the proceedings.

Depending on the case, the evidence might be presented as digital media, hardcopy or orally. This may require defence explaining the origin and chain of custody applied to the evidence, as well as any processing and filtering subsequently applied. This ensures that the evidence is presented in a way that is understandable and aligned with the legal requirements for admissibility.



RelativityOne Overview

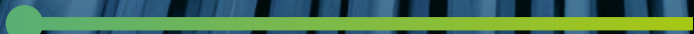
Relativity is the easy-to-use review platform that gives users the flexibility and scalability to handle the industry's most complex analysis, review, and production projects. A feature-rich online review application, Relativity provides image and native file review, powerful searching, diverse coding options, flexible workflow capabilities, integrated productions, Unicode and foreign language support, and text analytics, all delivered in a highly scalable solution. Users can view and search hundreds of native document formats, convert to TIFF, redact, and produce records within the application. Relativity's granular security model allows case teams to build workflows for different reviewers and review groups, ensuring users see the records and make decisions relevant to them.

Flexibility

Relativity has established a new standard for flexibility among review platforms. Case teams can design custom workflow rules and best practices to minimise the likelihood of inconsistent review decisions. Whether collaborating with multiple parties or developing a complex multi-stage review utilising in-house resources, Relativity allows you to create, manage, and audit a process that meets your team's needs. Users can also create custom database structures outside the Relativity review workflow and link them to documents and information in the review database to manage pleadings and court documents, track case-related activities (such as training, time sheets, chain of custody, etc.), develop timelines, and much more. Combined with its world-class scalability, Relativity deftly manages the massive, complex data collections faced by case teams today, providing unparalleled information management capabilities.

Security

Relativity employs a highly granular security architecture that controls the user environment. Case administrators set permissions by user and user groups. Security can also be set to limit access to one document, a group of documents, data fields, redactions, highlights, annotations, TIFF on the fly, and printing. Reviewers can be locked down by IP address, limiting access to only those within a controlled environment. Relativity allows the same data collection to be viewed in a limited format for expert review or in an expanded format for the case team, eliminating the need for multiple iterations of the same database.



Relativity Server Overview

Relativity is the easy-to-use review platform that gives users the flexibility and scalability to handle the industry's most complex analysis, review, and production projects. A feature-rich online review application, Relativity provides image and native file review, powerful searching, diverse coding options, flexible workflow capabilities, integrated productions, Unicode and foreign language support, and text analytics, all delivered in a highly scalable solution. Users can view and search hundreds of native document formats, convert to TIFF, redact, and produce records within the application. Relativity's granular security model allows case teams to build workflows for different reviewers and review groups, ensuring users see the records and make decisions relevant to them.

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Text Analytics

Relativity's text analytics allow users to speed up review and identify critical documents in a case by searching and organising document sets. Search results depend on how and where similar ideas and concepts in a document collection intersect, enabling quick separation of potentially unresponsive documents, automatic clustering, finding similar documents, and verifying the consistency of document review decisions. Review teams can continue to code documents the same way they always have, using their existing workflow while increasing speed and improving accuracy.

Data Visualisation

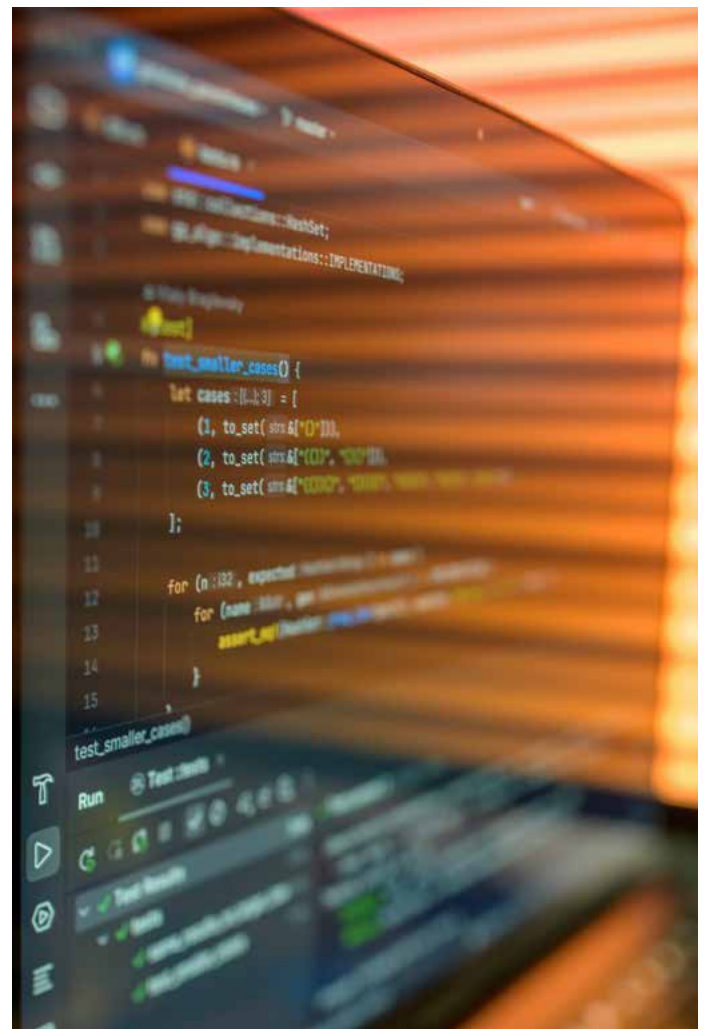
Relativity's visualisation tools provide data analysis functionality that can be leveraged from the earliest stages of a case to the latter stages of issue review and deposition preparation. Users can summarise all data in a case and display the results in a variety of ways, including tables and charts. The results are interactive, allowing users to drill into document subsets and take actions, such as culling irrelevant documents, batching documents for review, and exporting a report of user findings.

Productions

Relativity has fully integrated production tools that offer flexibility during the production process. Documents can be branded with fully customisable production numbers, redactions, and other production designations, and produced in a variety of formats, including single and multiple-page TIFF images, PDFs, and native files. All production documents are maintained in a single database, allowing designated users to view the original document and all instances of its production. Relativity also keeps a log of all production activity.

Applications

Relativity allows users to create applications with no programming knowledge required. These applications can be used to enhance review, analysis, and production capabilities in Relativity or as standalone applications that address additional litigation support challenges. Examples of applications developed in Relativity include sophisticated privilege logs, tools to record the facts of a case during review, and custodian trackers that provide reviewers with detailed, searchable listings of custodian attributes and their relationships to documents.





Text Analytics in RelativityOne and Relativity Server

Relativity is the easy-to-use review platform that helps users speed up existing workflows, easily search huge volumes of data, and quickly build the facts of a case.

Go Faster

Using text analytics search technology, Relativity can automatically cluster similar documents. By organising discovery documents based on similarity, users can increase doc-to-doc review speed without changing their existing review workflow. Review teams can code documents the same way they always have, while increasing speed and improving accuracy. Clustering similar documents together requires no user input, as Relativity's text analytics search engine does the work.

Assisted Review

Subject matter experts can also train Relativity on relevance and key issues by coding statistically sampled document subsets. Using Relativity's Assisted Review workflow, the text analytics engine codes the remaining documents in the case using a small subset of examples. Users can prioritise the relevant documents and move past large groups of documents that Relativity has identified as non-responsive.

Work Smarter

Building the facts of a case is not a linear process. It's necessary to be able to move quickly and follow a pattern of thought—a task made increasingly difficult by the vast number of documents in today's average case. Relativity's text analytics search technology provides many tools to enable an investigative thought process. By giving users an overview of the document collection through clustering, helping them find similar documents with a right-click, allowing them to build example sets of key issues, and running advanced keyword analysis, Relativity helps move past discovery and tell a client's story



Foreign Language Support in RelativityOne and Relativity Server

Relativity is the Unicode-compliant review platform fully equipped to support foreign-language review projects. In today's global business community, document review applications must support foreign languages. Relativity offers many tools to handle foreign-language documents. Unicode has become established as a universal superset of foreign characters, and Relativity is fully Unicode-compliant. Beyond Unicode, Relativity supports a wide range of other source encodings, rounding out foreign-language support.

Working with Native Documents

With Relativity, you can review foreign languages (including double-byte languages that contain Unicode characters or other encoding types) in their native format, with access to the full complement of Relativity's review tools and features. This includes persistent hit highlighting, search term highlighting, and inline document search.

You can TIFF native documents without restrictions – anytime, anywhere within your workflow. You can also redact native documents for production without performing any intermediate steps. Additionally, TIFFing and OCR are features within Relativity that work regardless of the document language.

Import and Export of Native Documents

You can import and export document information in Unicode, as well as a variety of other source encoding types – this includes all document information, not just the text, regardless of how the document was encoded. Valuable metadata, extracted text, folder information, and even coding tags can be displayed in the native language, meaning that non-English Unicode or other encoded information is easily included in your review.

Searching Documents

You can run basic or advanced and saved keyword searches against any native document type. You can also save keyword searches in native languages, which significantly speeds up your ability to review foreign

language documents. Furthermore, you can perform simultaneous cross-language searches against Unicode-based information, and Relativity's innovative cross-language searches allow you to search across multiple languages in a single search.

Working with Idiomatic Languages (CJK)

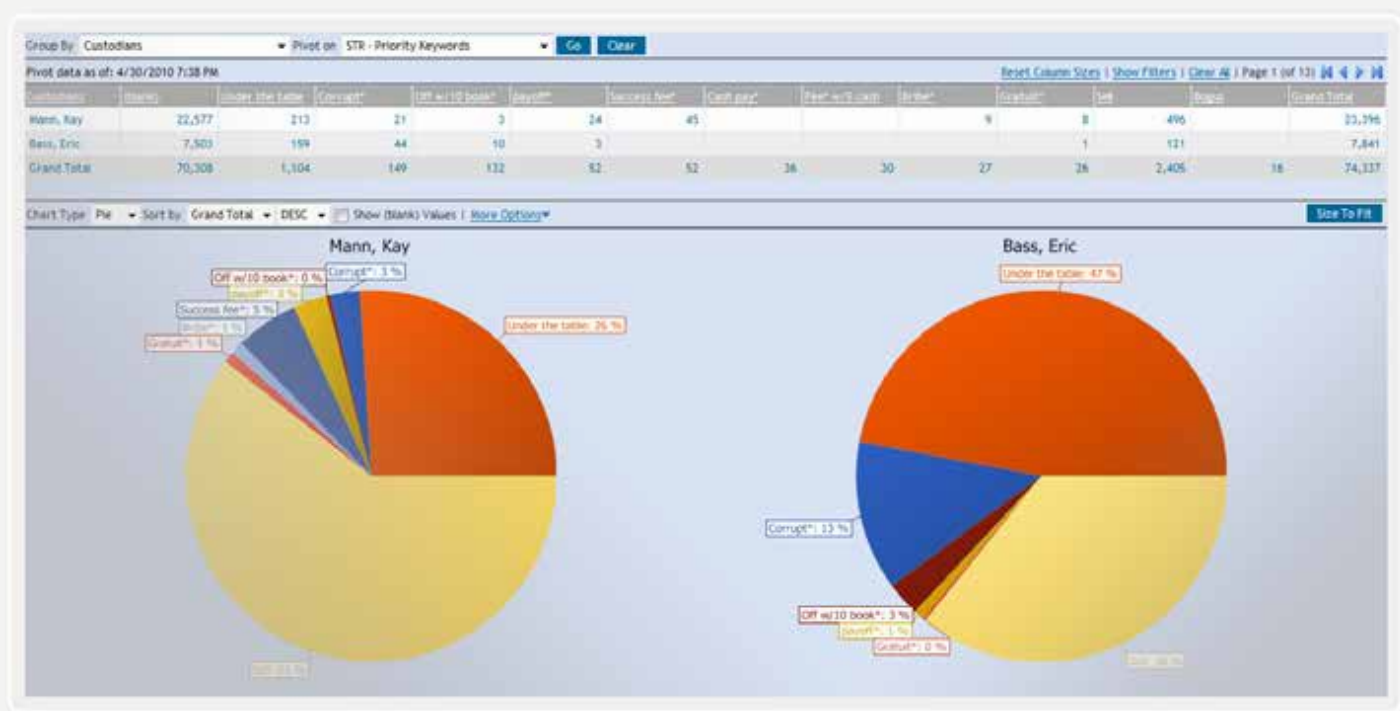
Idiomatic languages such as Chinese and Japanese are challenging for many review tools to handle, primarily because these languages don't use spaces to separate words. There are several ways in Relativity to index Chinese, Japanese, and Korean characters that support different search criteria. One feature in Relativity treats idiomatic characters as words, allowing exact phrase searches. Another feature in Relativity uses specialised word breakers to tokenise these characters and parse them.

Foreign Language Detection

Relativity's text analytics can automatically group documents by their primary language, determining the native language in which a document was written. Document collections aren't always in a single language, but most reviewers work in only one or two. By separating documents into their primary native language, review is greatly accelerated. Some languages (e.g., Swedish and Norwegian, or even the Romance languages like French, Spanish and Italian) aren't readily identifiable to non-native speakers. Relativity, on the other hand, can easily identify these documents. It also won't get tripped up using foreign words and phrases in native documents.

Data Visualisation in RelativityOne and Relativity Server

Relativity is the web-based e-discovery review platform that provides easy and flexible ways to visualise and act on your data. You can gain an understanding of the story your data has to tell. Relativity helps you build that understanding by enabling you to group and summarise large amounts of metadata and structured information. Visualisations demonstrate the relationships among emails, metadata, key players, and keywords, ultimately allowing you to answer core case questions such as who, when, and what. Being completely interactive, Relativity's data visualisation tools will enable you to turn knowledge into action.



How Pivot Works

Pivot, Relativity's set of data visualisation tools, enables you to analyse key data in your case to reveal trends and patterns. The results can be displayed visually in a variety of charts and are interactive, allowing you to drill into the visualisations and act on subsets of documents, such as removing irrelevant documents from the collection, batching documents for review, and exporting a report of

your findings. This type of analysis is typically associated only with the early stages of e-discovery. However, data visualisation can be leveraged throughout the entire case, providing increased insight and faster decision-making from the investigative stages through issue coding and deposition preparation.

Culling

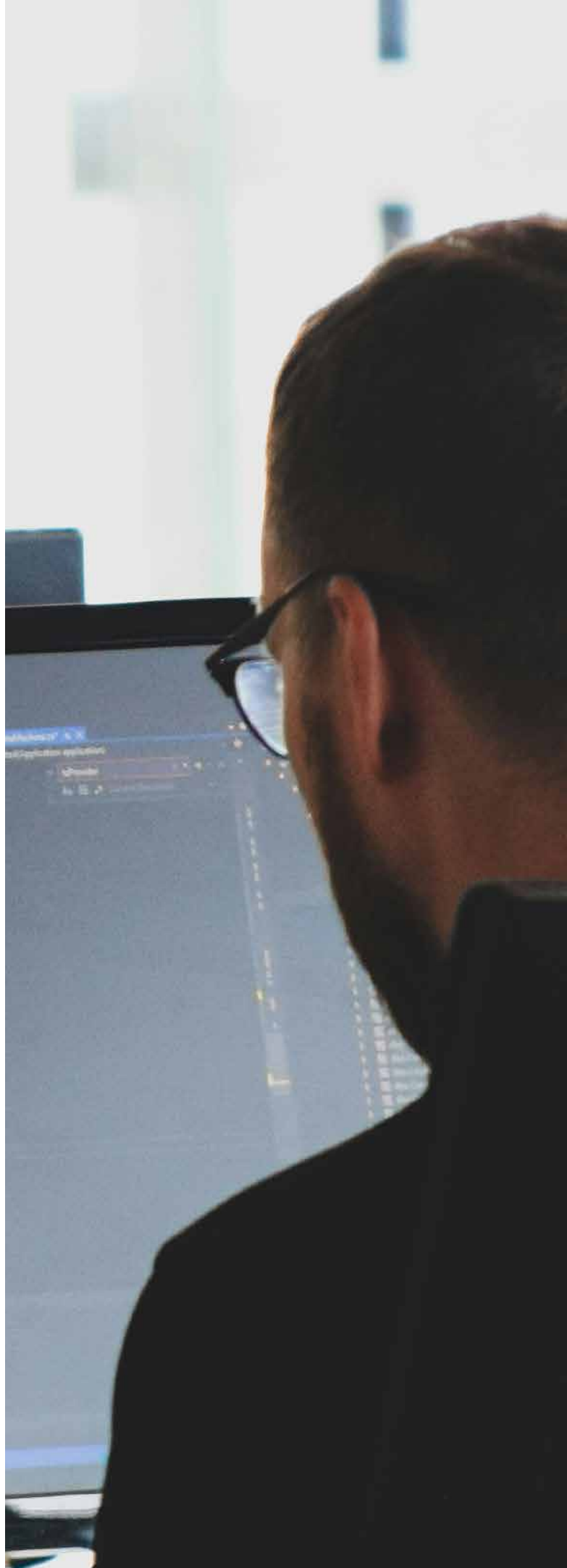
Pivot allows you to locate and cull non-relevant documents by email domain, file type, or other metadata fields, and remove them from the collection. Potentially responsive documents can be assigned in batches to review teams with a few mouse clicks. You can now cull, prioritise documents for review, and manage review and production within a single application. Performing these functions in a single application helps facilitate the iterative review process. It benefits users by eliminating the time, cost, and potential for error associated with moving data back and forth between multiple software platforms.

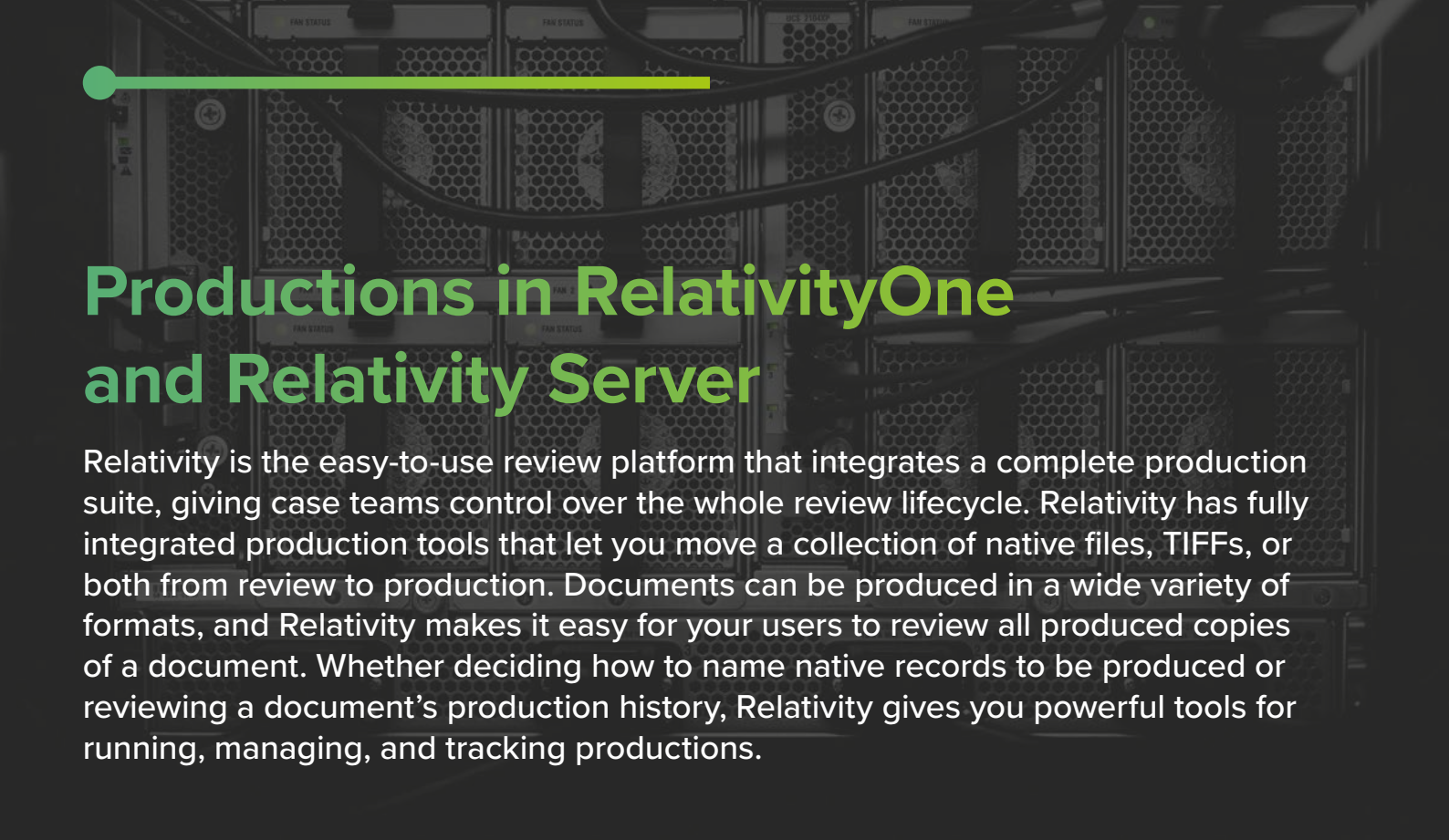
Review

During review, Relativity can serve as your investigative lens, allowing you to visualise relationships between documents and custodians based on keywords, email analysis, important dates, and the subjective coding decisions made by the review team. Use data visualisation tools to help tell the facts of the case and prepare for interviews and depositions. These analysis features are fully integrated with Relativity's other search capabilities, such as text analytics and keyword search, enabling targeted analysis and investigations.

Quality Control

During review, you need visibility into the team's efforts to provide status updates to your client, estimate when the review will be complete, and ensure the quality of the decisions being made. Relativity's data visualisation tools can serve as your dashboard, with charts that illustrate review progress by custodian or reviewer. These snapshots can be exported or sent to clients or other members of the case team. Problematic batches of documents can be reassigned directly from the dashboard to QC review.





Productions in RelativityOne and Relativity Server

Relativity is the easy-to-use review platform that integrates a complete production suite, giving case teams control over the whole review lifecycle. Relativity has fully integrated production tools that let you move a collection of native files, TIFFs, or both from review to production. Documents can be produced in a wide variety of formats, and Relativity makes it easy for your users to review all produced copies of a document. Whether deciding how to name native records to be produced or reviewing a document's production history, Relativity gives you powerful tools for running, managing, and tracking productions.

Production Sets

For production, Relativity provides tremendous flexibility to meet a wide range of requirements. Users can define the production format and select from TIFF-only, native document-only, or a mixed-format production that includes both. Documents can be branded in a variety of ways (up to six branding locations per document) using fields from the database, user-entered text, or Bates numbers.

Users can determine production order by sorting on any field in the database, and Relativity can automatically create TIFF placeholders for the image base. Relativity allows you to produce both colour and black & white images in a production.

Production History

What you did (and why you did it) is very important in discovery. With Relativity, these needs drive powerful, flexible choices to access the full production history for every document. The production set tab provides a list of each production associated with the case, full details of all criteria used to run that production, and a complete list of all included documents.

Relativity's powerful document viewer displays both native and TIFF versions of documents, along with links to every produced copy, providing instant access to all copies of the original documents. The related items pane offers users a complete list of all productions that include the document being viewed. Finally, each production is assigned a unique system field, which can be used to search and filter production sets and documents.

Export Options

When producing documents, Relativity provides a wealth of options to ensure you can produce the right file types on the right media with the correct names and formats. Relativity supports all major load file formats, including DAT, CSV, HTML, and custom TXT files, as well as Opticon and iPRO. Relativity captures volume information, so you can easily split exports into manageable sizes for CD or DVD production, and it aids file transfers to larger hard drives. Relativity offers a variety of native naming options for producing native files. Because the world is a connected place, Relativity also supports web or local export options, meaning you can use the Relativity Desktop Client to transfer files directly from your LAN, WAN, or an encrypted Internet connection.

Additional Options

A wide range of additional production features help make Relativity the most flexible and easy-to-use litigation support platform in the industry. TIFF-on-the-Fly allows users to redact any file and take it straight to a TIFF production without leaving the Relativity environment. Users can also OCR sets of images within Relativity. Batch printing provides custom metadata slip sheets as part of the automated process, so the question of "what you did and why" is not asked after the print job is complete. Markup sets incorporate secure annotation layers, maintaining a single repository of documents which can support multiple productions for different matters. This allows users to avoid having numerous databases of redundant information.



Applications in RelativityOne and Relativity Server

In Relativity, you can build scalable, standalone applications to sit on top of Relativity. This allows you to broaden Relativity's capabilities by addressing processes beyond review, analysis, and production. It is also a vehicle for deepening existing functionality. For example, kCura's Method is a flexible legal hold management solution that runs on Relativity. These applications can be exported and imported into different Relativity environments.

Review Support

Relativity enables you to quickly and easily build applications to manage tasks and information to support large-scale review better, allow for case and matter management, and provide a platform for the review of structured data. These applications can be developed without extensive training or programming knowledge. Relativity applications allow you to take a relationship-based approach to storing data within Relativity. They can link to documents and other applications or stand alone as project management tools.

With Relativity applications, you can expand your current document review capabilities. An FAQ application can be built to provide easily accessible answers to frequently asked questions for reviewers. You can also create a custodian tracker that provides reviewers with a detailed, searchable listing of custodian attributes and their relationships to documents in the system. Furthermore, Relativity applications can store sophisticated privilege and production logs as part of a defensible case history.

Matter Management

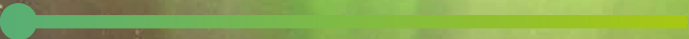
Relativity applications allow you to manage matters more efficiently by storing and tracking information in a centralised location. For instance, by creating an application to house pleadings and correspondence, you can reduce the number of resources needed to effectively and securely manage data. You can also use Relativity applications to track the chain of custody as a secure, flexible alternative to hard-copy reporting. By building a chain-of-custody application, you can map evidence and link it to documents to generate a detailed log. Additionally, applications can be created to manage facts and link exhibits to documents within the system, providing a thorough record-keeping process.

Structured Data

Relativity applications give you the ability to organise, sort, and search structured data. For example, you can load information from an HR system into an application, organise it in customisable fields, and search and filter it. This allows you to determine relationships between custodians and their HR history, including factors such as duration of employment, previous employers, or position within the company. The results of your analysis provide greater insight into the data and the tools to present this information to end users. Additionally, you can store all your data in Relativity, rather than cross-referencing it with the original HR database or keeping it in spreadsheets or other database software. Information such as financial records, accounting data, and transactions can also be reviewed in Relativity through these applications.

Task Management

You can take control of projects in your department by creating Relativity applications to communicate goals and tasks to your team throughout the life of a project. Building a task management application within Relativity gives you the ability to define goals and milestones, assign and edit action items, share assignments, and track the progress of individuals and tasks. Relativity applications are a secure, collaborative alternative to spreadsheets and other third-party project management tools.



Aurora Overview

As data volumes, cloud costs, and demands on legal teams continue to grow, organisations are being forced to choose between control and efficiency, trapped in disconnected platforms and data silos. Aurora is a Digital Enterprise Platform that transforms your legal data experience. With Aurora, you can unify your legal data and spot trends through integrated dashboards. Its AI models help you find critical insights early. Aurora lets you deploy data to your preferred review platform with confidence. With Aurora, data, tools and workflows merge into a single integrated solution to drive better legal outcomes, reduce costs, and free your practice from the limitations of siloed legal technologies.

Get More Value from your Data

Turn legal matter data from a cost burden into an active strategic asset. Aurora DataCore lets you leverage insights and work product across matters, amplifying the value of your prior work. With unified visibility, matter- and departmental-organisation, and intuitive dashboards through the Aurora Portal, you leverage critical insights to increase efficiency and reduce risk.

Unified Control and Management

Take command of your eDisclosure operations with Aurora's centralised portfolio management. Deployed across our trusted infrastructure, Aurora's intelligent workflows are optimised from data ingestion to production while maintaining the flexibility to address unique requirements. The early case intelligence engine, CoreECI, helps you focus on the most critical data, effectively controlling downstream review costs by only promoting relevant data to a review platform.

Portfolio Intelligence and Insights

Aurora's advanced analytics enable you to see your data like never before, uncovering hidden patterns and strategic insights across your entire eDisclosure portfolio. By leveraging cross-matter intelligence and predictive analytics, you can make faster, more informed decisions and anticipate potential issues before they become problems. Aurora transforms eDisclosure data from an operational obligation into a strategic opportunity.

AI Leverage

Harness the power of artificial intelligence to amplify your eDisclosure expertise. Aurora's integrated AI suite features purpose-built tools for each stage of the EDRM, expertly enhanced by our team of data scientists and legal specialists. With the confidence of our secure private infrastructure, you can adopt cutting-edge AI models at your own pace without the uncertainty of a "black box" approach.

Platform and Service Choice

Select the optimal review platform for each unique matter, liberating your organisation from the constraints of platform lock-in. Maintain the freedom to adapt to evolving technologies and dynamically optimise your platform mix. Aurora provides the flexibility to leverage self-service capabilities or access full-service support seamlessly, ensuring your eDisclosure strategy remains agile and precisely tailored to your specific needs.

Use Cases

Unified Portfolio Visibility and Management

All my matters are unified and visible in one place.

Strategic Data Intelligence:

Smart data insights and alerts keep me informed.

Process Optimisation and Efficiency

Automated, enriched workflows that are proven at scale.

Platform Freedom

I can choose which review platform, AI, or legal tech to use on each matter.

Risk Management and Compliance

Proven enterprise-grade security from a provider I've already approved.

Service Excellence

One team of consultative experts I can leverage for all my service needs.



Aurora Key Features

Using our decades of leadership in document review and AI technology, we developed our custom solution in-house and hosted it in our secure, private cloud. Our dedicated AI Guides, Review Managers and Analytics Experts will work with you at every step to ensure your success.

Aurora DataCore

Aurora DataCore transforms legal data management, converting complex information from a cost centre into a strategic asset. Built on 15+ years of innovations in secure data processing, hosting infrastructure, and workflow management, the platform creates a unified data foundation that accelerates matter outcomes while enabling cross-portfolio intelligence.

Aurora CoreECI

Aurora CoreECI revolutionises early case assessment by delivering immediate, actionable intelligence from day one. With intuitive filtering and visualisation tools, legal teams can dramatically reduce review volumes while extracting deeper insights, turning scattered data into a strategic advantage before expensive review begins. Features include:

- Automated index creation
- Custom indices
- LLM-powered Semantic searching
- Analytics augmentation
- Search term reports and saved searches
- Filtering and pivoting
- Investigative flows
- Text viewer and hit highlighting
- GenAI summarisation
- Tagging for promotion
- Export sets to review
- Aurora Portal

The Aurora Portal serves as a comprehensive command centre for legal data management, offering unified visibility across an organisation's entire legal portfolio. This intuitive interface provides real-time dashboards, advanced organisational tools, and seamless cross-matter intelligence capabilities. Legal teams can access granular insights, track matter performance, and make data-driven

decisions with unprecedented transparency. The portal transforms complex legal data into clear, actionable strategic intelligence, empowering legal departments to optimise operations, manage risks, and demonstrate strategic value to the broader organisation.

AI Capabilities

Aurora's AI suite represents a transformative approach to legal technology, featuring purpose-built artificial intelligence tools meticulously designed for each stage of the Electronic Discovery Reference Model (EDRM). Developed by our elite team of data scientists and legal specialists, these AI models provide sophisticated capabilities in document classification, predictive coding, and intelligent review. The platform offers unprecedented flexibility, allowing organisations to adopt cutting-edge AI technologies at their own pace within a secure, transparent infrastructure that eliminates "black box" uncertainties and maximises technological potential.

AI Investigations in Aurora

Transform legal document analysis using real-time natural language Q&A to uncover insights faster and drive stronger outcomes. The Aurora AI engine powers multi-platform investigations through semantic search and document interrogation, ensuring consistent results without compromising security, control, or defensibility.

Introducing Aurora AI Investigate

Aurora AI Investigate delivers intelligent data discovery across platforms and use cases. It has been purpose-built by legal AI experts to power experiences ranging from semantic search to question-and-answer to narrative reporting. Aurora AI Investigate spans Aurora, Relativity Server, and TrueLaw and provides consistent, defensible results tailored to your workflow and platforms of choice.



Whether uncovering key facts quickly or conducting complex analysis, Aurora AI Investigate scales to support every stage of your investigation.

Security You Can Trust

Aurora AI Investigate operates entirely within our secure, on-premise infrastructure, never relying on public cloud services. SOC 2 Type II certification and HIPAA compliance ensure complete control over sensitive client data, supporting the highest levels of enterprise-grade security, data sovereignty, and regulatory compliance. It's a solution built for organisations with zero tolerance for data leakage or risk exposure, trusted by some of the world's most security-conscious legal and IT teams.

Single Engine, Multiple Experiences

The Aurora AI Investigate experiences are accessible in Aurora, Relativity Server, and TrueLaw, bringing intelligent investigation capabilities into the tools you already use. It supports investigative approaches that include natural language questions and answers, question development, narrative intelligence, and semantic search to surface relevant documents, with the ability to generate document summaries throughout.

Intuitive Natural Language Interface

With Aurora AI Investigate, legal professionals can ask questions using everyday language, no keywords, Boolean operators, or technical training required. Our intuitive, chat-style interface mimics how attorneys naturally think and speak, lowering the barrier to entry and enabling immediate productivity. Even complex queries become simple, and the interface remembers previous questions to allow more fluid, human-like exploration of legal data.

Source-Cited Answers

Precise, document-level citations with direct links to the relevant text passage back each answer generated by Aurora AI Investigate. This ensures complete transparency, defensibility, and confidence in the output. Users can move from insight to evidence instantly, maintaining a clear audit trail and dramatically reducing the time needed to verify facts, brief teams, or support key legal arguments.

Contextual Question Threading

Unlike traditional tools that treat each query as isolated, Aurora AI Investigate remembers the last several questions in a session, enabling users to build and refine their inquiry as their strategy evolves. This multi-question memory allows legal teams to dig deeper, test hypotheses, and explore lines of questioning with continuity, just as they would in an interview, a deposition, or an investigative brainstorm.

Secure Private Infrastructure

Powered entirely within our secure, on-premises infrastructure, Aurora AI Investigate for Relativity Server never relies on public cloud services. This architecture ensures full control over sensitive client data, supporting the highest levels of enterprise-grade security, data sovereignty, and regulatory compliance. Aurora is a solution built for organisations with zero tolerance for data leakage or risk exposure, trusted by some of the world's most security-conscious legal and IT teams.

Faster Insights Backed by Evidence

Helps legal teams surface key facts earlier, reduce manual review, and focus on what matters most. Automated document summaries, relevancy scores, and natural-language Q&A, backed by document citations, provide clear, defensible insights without sifting through irrelevant data. By prioritising high-value information first, teams can create more intelligent, more cost-effective review workflows and accelerate early case strategy.

Reliable AI Support When You Need It

Aurora AI Investigate for Relativity Server is supported by our team of legal AI experts who understand the urgency of high stakes matters. Whether resolving technical questions or optimising review workflows, our experts ensure the AI performs consistently, even in high-volume and time-sensitive investigations. Legal teams can move faster with confidence, knowing reliable help is always available when it matters most.

Aurora Ecosystem Overview

Our comprehensive suite of AI-powered solutions is purpose-built for legal workflows ranging from early case assessment and privilege review to investigation, summarisation, and document classification. Leveraging both public-cloud and private, secure data centre deployments, our AI capabilities are grounded in real-world legal expertise and delivered through guided or self-service models. Our AI offerings are designed to meet clients where they are and elevate outcomes across the matter lifecycle.

AI Offering	Description	Usage and Workflow
Investigations and Reports		
Aurora AI Investigate	Natural language search or similar document 1culling before review.	1. Upload data to Aurora 2. Use Q&A interface to explore corpus 3. Identify, tag, and promote docs to downstream review
Aurora AI Investigate for Relativity Server	Enables Q&A with case-specific documents for early insights, key doc ID, and fast case preparation. No reliance on general LLM training directly in Relativity Server.	1. Docs indexed 2. Users ask natural language questions 3. Summarised answers with citations returned 4. Integrates with review workflows
TrueLaw AI Narratives	Automatically builds investigation reports with summaries, timelines, and key players. Ideal for early analysis or incoming productions.	1. Dataset loaded 2. Wizard configures topic scope 3. Report generated (issues/actors/events) 4. Interactive exploration and export to workspace
Summarisation		
Aurora AI Summarise	Rapidly summarises individual documents to prioritize deeper review and accelerate case understanding.	1. Docs uploaded to Aurora 2. Summaries generated on demand 3. Summaries available for transfer to review platform
Privilege & Review		
AI PrivGen	Assists in drafting privilege log description at document level for review and editing. Can be used as a Relativity Server plugin or standalone in our secure data centres.	1. Privilege set identified 2. Text extracted and run through LLM 3. Narrative drafted and embedded in review workspace
Guided AI Review	Predicts document relevance with LLM-backed classification and rationale; speeds up QC, ECA, and review preparation.	1. Prompt creation and tuning with GenAI consultants 2. Batch analysis by LLM 3. Outputs with justification and text excerpts 4. Feeds downstream workflows or production
Support		
Guided AI Consulting Services	Provides prompt engineering, workflow customisation, QC calibration, and user training to maximise AI outcomes and defensibility.	Variable based on preferred outputs and workflows



Sightline Overview

Sightline is the modern enterprise end-to-end discovery by Consilio, the global leader in legal solutions. Sightline provides complete coverage for all legal workflows. Backed by best-rated Sightline Care, the gold standard for eDiscovery client experience, Sightline's intelligent-by-design approach unlocks easy-to-use analytics and AI for users of all experience levels. Global law firms and corporations trust Sightline to securely perform at scale.

Proven Use Cases for Sightline

Legal Hold: Purpose-built workflow flexibility, data synchronisation, automation, and reporting accuracy.

Early Case Assessment: Respond effectively with innovative tools to quickly assess data and identify actionable facts.

Investigations: Quickly conduct a wide range of investigations and automate repetitive tasks to build efficiency

eDiscovery/Litigation: Powerfully, customisable user experience, workflow and review productivity tools and more to increase quality & speed.

Small Matters: Powerfully fast user experience and workflow tools to manage a high volume of small matters.

Cyber Incident Response: Identify and prioritise your review/QC work early in your cyber incident workflow.

PII/PHI Detection and Review: Efficiently identify and classify PII / PHI to accurately and cost-effectively analyse, review, redact, and export.

Regulatory Response: Efficiently drive an effective response and meet critical timeline obligations of regulator inquiries.

Multimedia Review: Specialised processing, enhanced review experience, and more to navigate unique to multimedia.

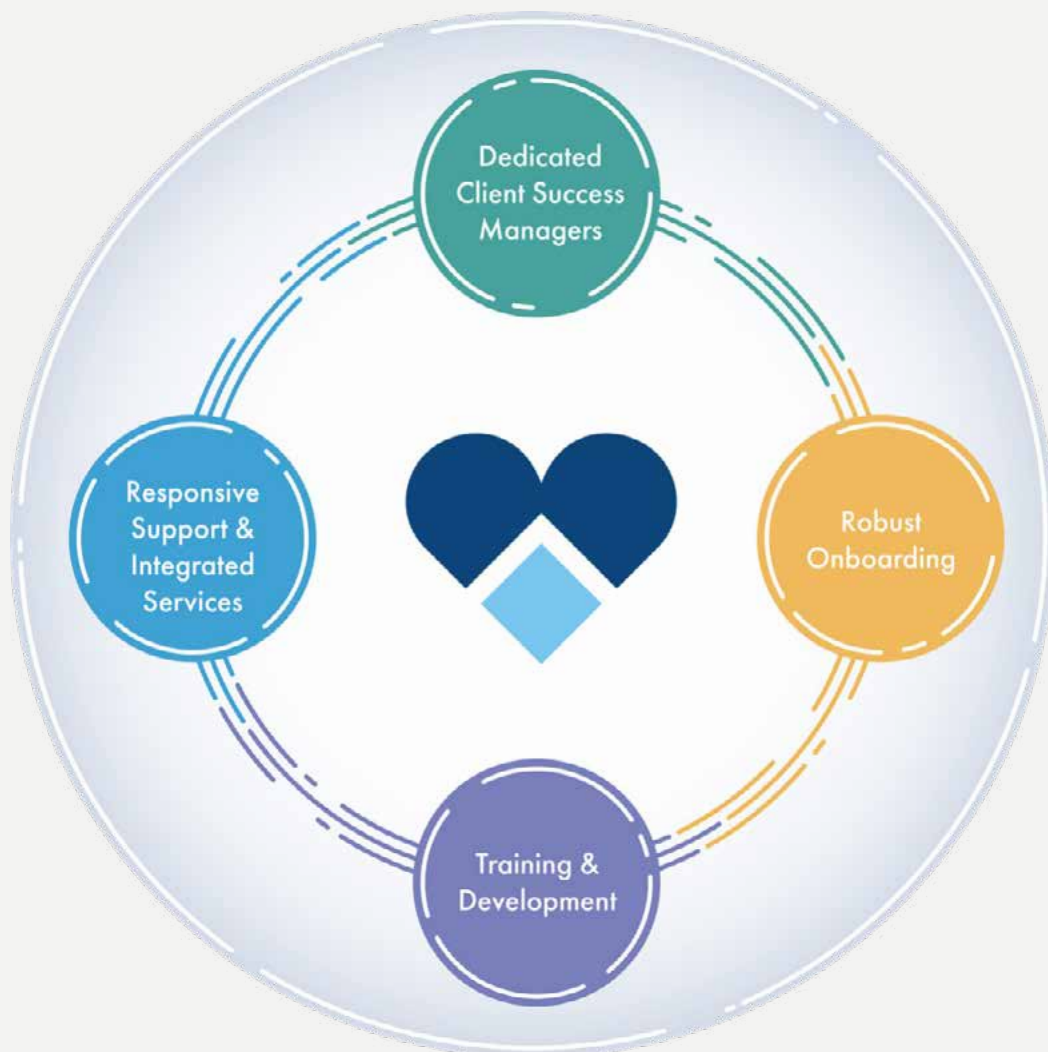
Sightline Key Features

- Upload & process data effortlessly with a variety of upload & connection options.
- Powerful and flexible administrative tools meet the diverse needs of any case team.
- Quickly find critical information with AI-powered, smarter searches.
- Review more efficiently with speed coding, simplified redactions and audio/video transcription.
- Unmatched value with analytics, reporting and automation built in.

Sightline Care

When you choose Sightline, you benefit from a strategic partner committed to your success with expertise in solving the toughest challenges. We do this by offering:

- Dedicated Client Success Managers support you from onboarding and training through maximising your Sightline investment.
- Sightline-certified Project Managers working as experienced extensions of your own team – able to support you no matter the task.
- Seamlessly integrated support services offer bandwidth available on demand at a reasonable cost.
- Secure, private hosted infrastructure provides peace of mind that you and your client's data are in good hands.
- Self- or Full-service options provide you with support flexibility across regions, matter types, or individual projects.





Investigations in Sightline

Get projects started quickly with our intuitive, easy-to-use platform. Take the sting out of eDiscovery with automated workflows. Build the story faster by leveraging analytics & AI to search, collect, cull, and review relevant data. Our robust, flexible and scalable platform is built for matters of all shapes and sizes.

The Challenge

From uncovering potential fraud to identifying PII / PHI / PCI, internal investigations and compliance audits require speed and accuracy to control risk and cost exposures. With the clock ticking, investigatory, legal and compliance teams need better solutions to efficiently combat an increasing volume of data and greater sophistication of actors hiding impropriety.

The Solution

Sightline gives investigative, legal, and compliance teams control and visibility throughout the entire workflow. Leveraging a single, unified platform, users can more efficiently and accurately gather and analyse data, then quickly identify and package actionable facts.

Quickly and easily load, process, search, review and produce data. Connect to M365 for mailbox collection, drag-and-drop loose eFiles or archives, or use our desktop uploader for faster speeds. Sightline shows progress as files are processed, giving users visibility and control throughout. Sightline provides quick insights into a document set's composition, enabling teams to structure next steps quickly.

Key Features

Gather and Process: Quickly and easily upload and process data. Drag, drop and start saving. With a variety of options for gathering and uploading data, most users are up and running after just a single training session.

Drag and Drop Processing: Drag files from your desktop into a zip or other container file, then drop the container into Sightline for processing. Sightline shows progress as files are processed, reporting any errors to provide transparency throughout.

Optimised Document Sorting: Search results are automatically sorted to prioritise documents related to pure search, so similar documents can be reviewed together to optimise coding speed and quality.

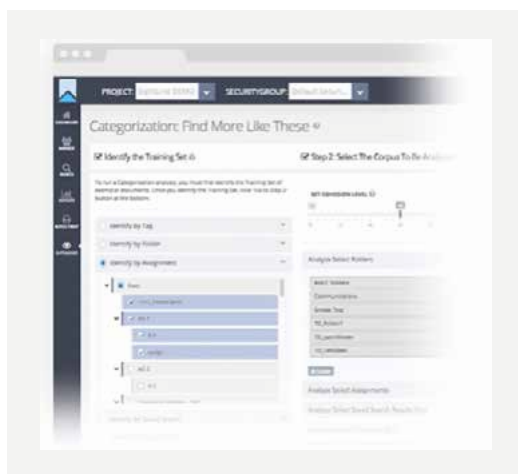
Progressive Coding Forms: Coding forms present decisions in a progressive, logical flow rather than all at once, thereby increasing the efficiency of decision-making.

Coding Stamps and Code Same as Last: Sightline supports reviewer efficiency with personalised one-click tools that minimise repetitive manual coding.

Codesync Similar Documents: Reviewers can code entire families, email threads, or textual near-dupe groups as a unit, so consistent coding is applied to all selected documents with the click of a button.

Conceptual Searching: Compose a concept search to identify documents that are conceptually relevant to the material investigators are looking for.

Categorisation: Find more like these. Built-in categorisation finds conceptually similar documents to a training set based on key documents, tagged work product, saved searches and more.



Intelligent Review: DocView automatically highlights conceptually relevant portions of content – focusing your attention on what matters. Optionally, sort document lists by conceptual relevance so your teams can prioritise review time effectively.

Pre-Built Models: Leverage hundreds of pre-built, reusable, and customisable data models with a single click. Harness the power of Sightline's always-on analytics and its strong suite of data exploration and interactive visualisations to provide quick insights for experts and novices alike. With Sightline, you can load data and leverage existing models to identify actionable insights quickly. Enhance and customise models to fit the specifics of your organisation, refining results over time and gaining even more leverage. Customised models are portable across matters through available project templating.





Early Case Assessment in Sightline

Get a head start on your discovery matters with a leading platform trusted by investigatory, legal and compliance teams. Drag-and-drop data and automatically apply analytics to get started on your ECA workflow in minutes. Quickly save searches and batch review assignments to set up downstream tasks. Leverage a full slate of customisable AI functionality to locate impropriety across a spectrum of issues efficiently.

Key Features and Capabilities

Sightline for Early Case Assessment helps your team respond effectively with innovative tools that quickly assess data to identify actionable facts.

Process Matter Data Quickly: From direct connectors (including M365, Teams, and more) to drag-and-drop, choose the data collection/upload process that works for your team.

Get Started Quickly: Sightline's intuitive user interface is modelled after experiences you use every day – simplifying your learning curve and speeding up time-to-insights.

Interrogate Data Efficiently with Data Visualisations: Narrow to persons, topics, and timeframes of interest with Concept Map, Communications Explorer, and Timeline & Gaps interactive reports.

Leverage the Power of AI to Identify Actionable Facts

Quickly: With Sightline, you can load data and leverage hundreds of pre-built, reusable and customisable data models (covering IP theft, PII/PHI/PCI, Discrimination/Harassment, Fraud/FCPA, and more) to identify actionable facts quickly. Enhance and customise models to fit the specifics of your organisation, refining results over time and gaining greater leverage. Customised models are portable across matters through available project templating.

Locate Critical Facts with Conceptual Analytics: With tools like Conceptual Search, Categorisation, and Concept Hit Highlighting, Sightline provides intuitive insights into where facts material to your investigation are.

Identify Responsive Documents with Continuous Active Learning: By identifying a few relevant documents, Sightline's CAL engine automatically begins classifying additional documents.

DSARs and Small Matters in Sightline

Efficiently manage small matter workflows with our proven self-service solution. Sightline leverages sophisticated eDiscovery and data analytics tools for small matters on a predictable, low-cost per-matter or subscription basis. Avoid project management delays with immediate self-service, drag-and-drop data processing, review, and production. Fully customise workflows and workspaces to your specific needs. Additional support options are available from trusted, experienced Project Management and Data Operations teams.

A More Cost-Effective, Efficient Approach

Large volumes of small matters pose challenges for time- and resource-constrained legal teams. The frequency of matters can be unpredictable and challenging to plan for and resource properly. Timelines for matters ranging from Data Subject Access Requests (DSARs) to employment litigation can be limited. Full-service legacy tools such as Relativity can be costly, slow, and overly complex, hindering the efficiency and agility needed to respond effectively. Sightline provides a comprehensive, self-service solution that offers a powerful alternative for legal teams seeking to manage small-matter workflows.

Key Features

Predictable per-matter pricing: Accommodate matters of varying frequency and costs with unlimited free Onboarding / Training, Data Processing, Hosting, Analytics, and Platform Seats included under one fee arrangement.

Unlock efficiency and speed: Avoid delays and get to work quickly with:

- On-demand workspace initiation
- Drag & drop automated processing
- Project templates
- Batch assignment creation
- Automated redactions
- No-cost analytics
- Subscription pricing option

Control and customise your experience: Manage your portfolio of workspaces and users and configure your projects to fit the specific needs of your legal matters.

Support from a world-class team: Additional experienced support teams, from project managers to 24/7/365 network operations teams, are ready to assist when needs arise.

Automated Redactions are built into Sightline to expedite the DSAR redaction process dramatically. This can be combined with regular expression searching to find specific formats of PII, such as national insurance numbers, credit card numbers, email addresses, passport numbers, and more.

DSAR and Small Matter Workflow

We have designed Sightline to be a secure, comprehensive self-service solution-focused on efficiently managing small matters:

- Collect data from internal sources
- Provision workspace, upload and process data
- Search, cull and explore data using analytics and create review batches
- Review documents and apply batch redactions
- Print or export data for response

Analytics in Sightline

Leverage the power of analytics to achieve higher quality and lower costs in a fully supported experience. Incorporate analytics into your Sightline workflow immediately, without processing delays or added fees. Visualise and action documents by conceptual relationships or communication patterns. Conduct smarter reviews, intuitively organising assignments to promote coding speed and quality. Email threading, textual near dupe and conceptual analytics are included in every standard license.

Analytics Built In

Without practical tools to analyse increasing volumes of data created by modern communications, case teams are facing an uphill battle with limited time and resources. Sightline deeply integrates analytics-driven tools into the everyday user experience, enabling users to realise significant efficiency and quality benefits in their workflows.

We include email threading, textual near dupe and conceptual analytics in every standard Sightline license. Every document that is ingested into Sightline is thoroughly analysed. As a result, every aspect of the culling, prioritisation, review, QC, and production experience leverages analytics to help clients solve their early case, investigatory, and review challenges without compromise.

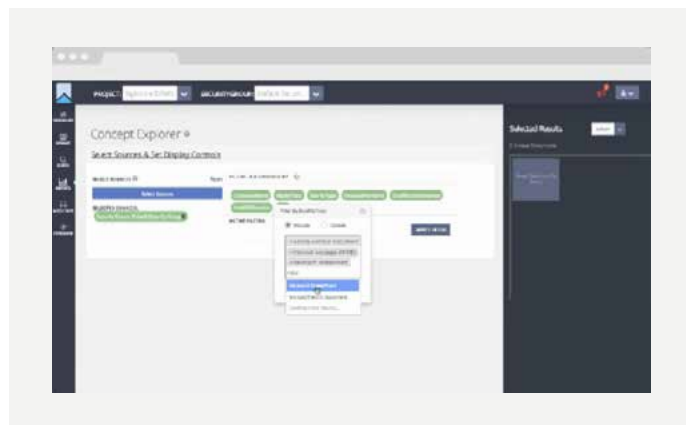
Leverage the Work Product You Know

Kicking off an investigation, case teams often don't know what they don't know. Sightline is designed to provide quick insights into a document set's composition so teams can structure their next steps quickly. Using key documents as a starting point, Sightline's "Find More Like These" feature quickly and effortlessly finds related documents.

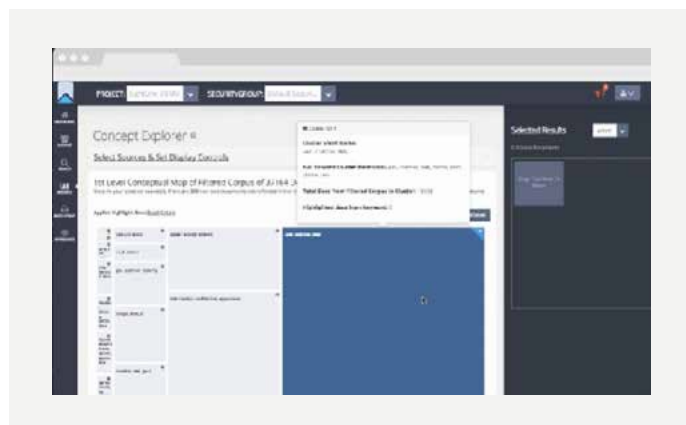
Understand and Act on Documents by Concept

Sightline allows case teams to analyse large volumes of documents by conceptual relevance. Because documents are pre-processed, this analysis occurs quickly without the wait times typical of other analytics software. Conceptually related documents are then available to refine further through additional keyword searches, identify hot documents of interest, or prioritise the review.

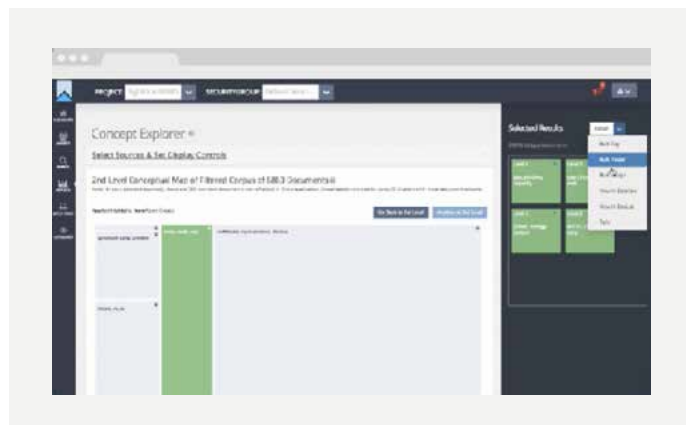
Select and Filter Documents to Analyse: Run cluster analysis on any selected sub-population of documents – identified in a search result set or a folder.



Zoom into Selected Clusters: Drill into clusters to explore sub-clusters or overlay heat maps to see where documents of interest lie within the visualisation.



Select Clusters of Documents and Act: Select multiple clusters of interest into the selection cart and act – tag them, folder them, assign them for review.



Audio Review in Sightline

Overcome audio discovery challenges with a complete solution to process, search, review, and produce. Intuitively process, search, and review audio, fully supported by experienced Project Managers. Phonetically search words or phrases of interest, locating exact moments spoken in audio. Interactively and visually explore and investigate audio streams. Reduce your review expense with powerful culling tools.

Accelerate Reviews and Reduce Costs

Today, more than ever, financial institutions create and preserve massive amounts of audio data from trade-floor recordings, stored voicemails, and other sources. With this data discoverable in litigation and regulatory investigations, significant challenges arise for corporations and their external counsel due to the sheer size and proprietary formatting of audio files. Audio Review in Sightline is designed to meet these challenges, based on years of supporting some of the largest global financial and banking institutions and their external counsel. Sightline incorporates innovations focused on helping case teams review efficiently and lower audio review costs.

Increase Reviewer Efficiency: With Sightline's enhanced online streaming audio player, reviewers can see a visual waveform representation of the audio file, allowing them to jump directly to sections with speech. Additionally, reviewers can speed up playback and skip forward 10 seconds in a single click during slow portions.

Avoid the Review of Silent Sections of Audio: Improve reviewer productivity with our innovative audio trimming technology that removes non-talk segments of the collected recording.

Optimise Workflows: Dramatically cut the cost of review through phonetic searching and review of potentially relevant audio files based on the presence of phonetic search hits.

Transcend Text with Efficient Audio Review

Skip to phonetic hits or spot extended non-talk periods in audio. Add remarks or embed redactions. Sightline integrates Enhanced Audio Review directly into the review experience.

The screenshot shows the Sightline audio review interface. At the top, a waveform represents the audio file. Below the waveform is a timeline with a playhead. A transcript is displayed at the bottom, showing a list of audio segments with their start and end times and a brief description of the content. Callouts point to various features: a green box on the left points to the waveform, stating 'Fully integrated Nexidia® phonetic searching shows the hit locations within the audio file.'; a green box on the left points to the waveform, stating 'A visual representation of the audio file's gain lets reviewers spot extended non-talk periods, with optional trimming.'; a green box on the left points to the timeline, stating 'Play, pause, skip forward or back 10 seconds, skip to next or previous phonetic hit location.'; a green box on the right points to the waveform, stating 'Reviewers apply redactions inline and produce redacted audio.'; a green box on the right points to the transcript, stating 'Review teams collaborate by marking locations in the file that are particularly interesting or require special attention.'; and a green box on the right points to the transcript, stating 'Read a transcript while listening to the audio file. The text transcript is searchable and can help prioritise review.'

Fully integrated Nexidia® phonetic searching shows the hit locations within the audio file.

A visual representation of the audio file's gain lets reviewers spot extended non-talk periods, with optional trimming.

Play, pause, skip forward or back 10 seconds, skip to next or previous phonetic hit location.

Reviewers apply redactions inline and produce redacted audio.

Review teams collaborate by marking locations in the file that are particularly interesting or require special attention.

Read a transcript while listening to the audio file. The text transcript is searchable and can help prioritise review.

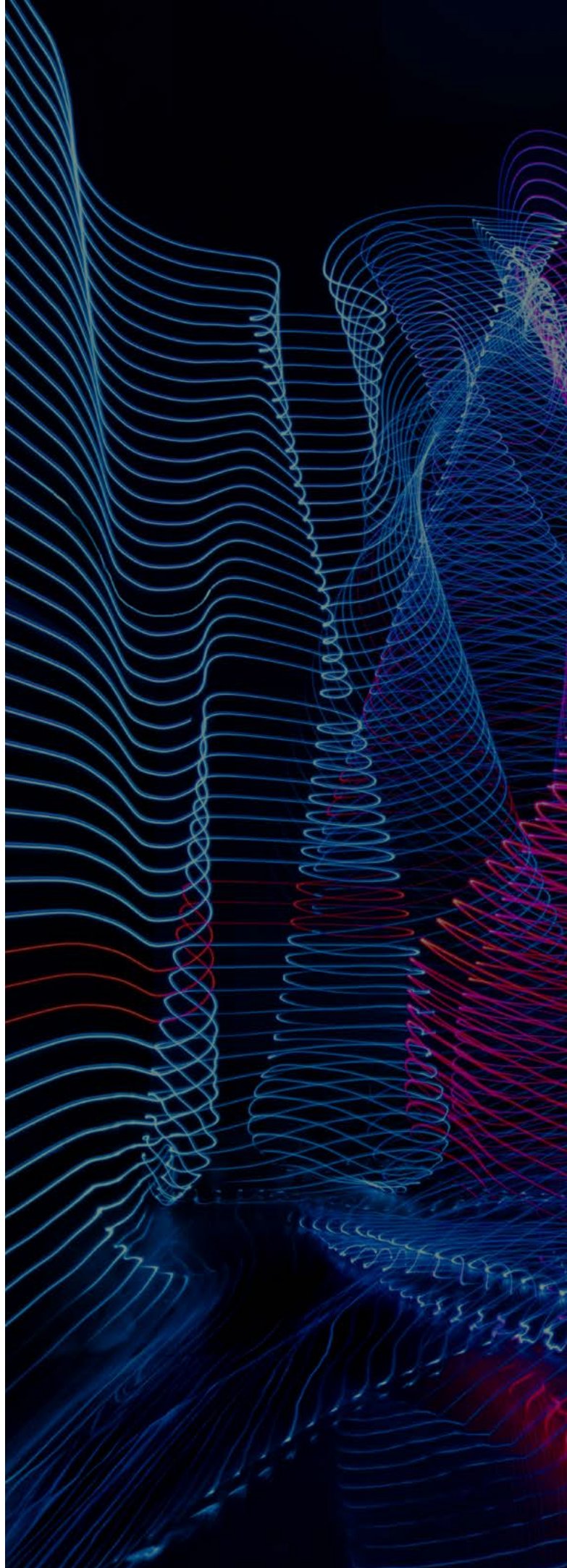


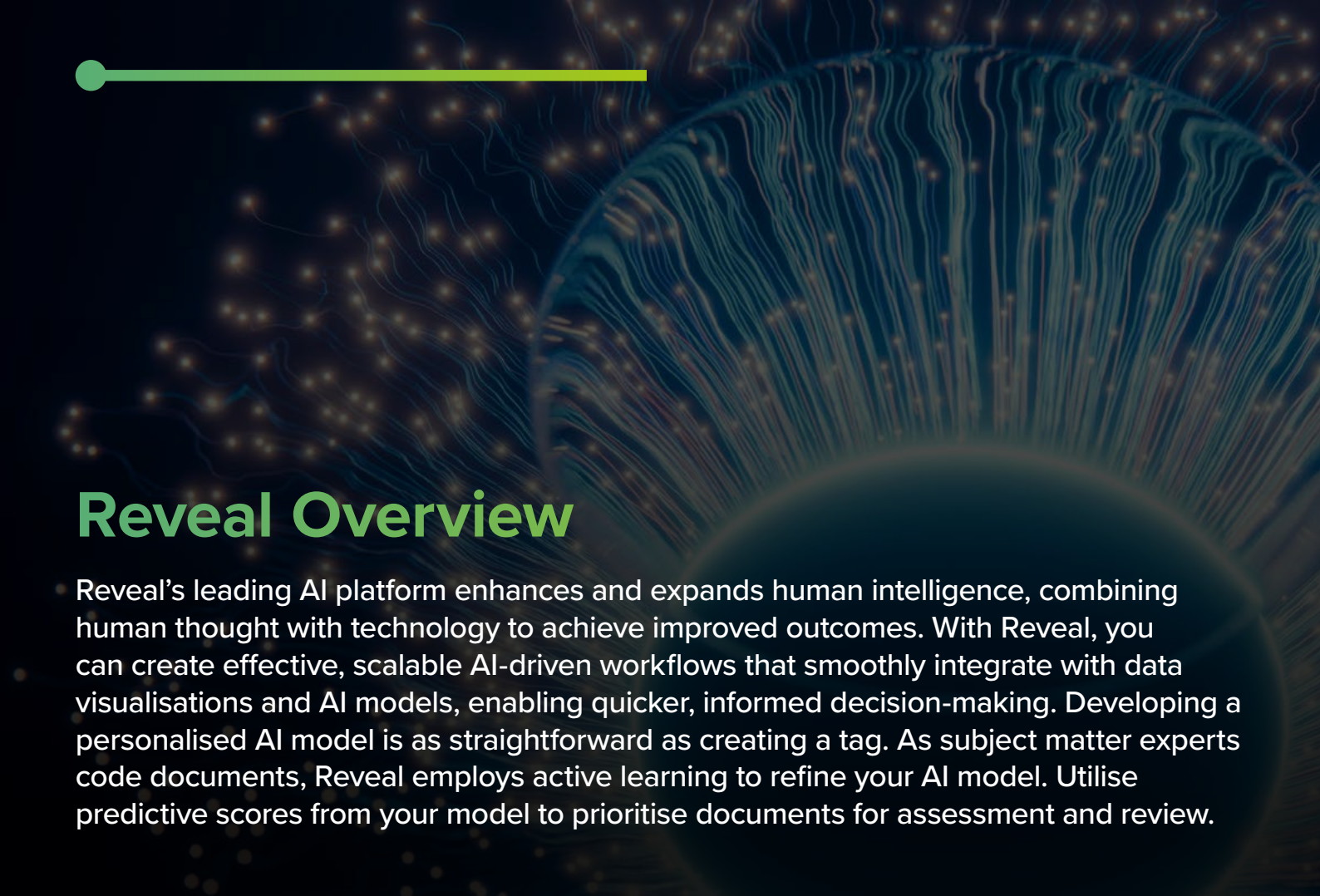
Global Audio Review Experts Ready to Assist

To support Sightline Audio Review projects, we maintain enterprise-class data centres in key financial markets and fully understand data privacy challenges and cross-jurisdictional complexities of global reviews. Our expertise includes:

Experienced Project Managers: Our certified team is an extension of your team and is highly experienced in supporting audio review workflows. Project managers consult clients on how best to approach audio reviews and achieve the best results from technology, while ensuring reviews stay on track.

Global Reach, Fast Response: Our Enhanced Audio Review solution is pre-integrated and fully deployed across our data centres, which have already passed the most stringent security audits conducted by the largest global banks. As a result, we can respond quickly to the eDiscovery needs of financial institutions worldwide.





Reveal Overview

Reveal's leading AI platform enhances and expands human intelligence, combining human thought with technology to achieve improved outcomes. With Reveal, you can create effective, scalable AI-driven workflows that smoothly integrate with data visualisations and AI models, enabling quicker, informed decision-making. Developing a personalised AI model is as straightforward as creating a tag. As subject matter experts code documents, Reveal employs active learning to refine your AI model. Utilise predictive scores from your model to prioritise documents for assessment and review.

Reveal Use Cases

eDisclosure: Interactive data visualisations, such as Reveal's Cluster Wheel, enable you to explore your data and quickly identify pockets of relevant content. The Dashboard makes it easy to filter your data by time and custodian. Build custom AI models to help you prioritise documents for review and get to the most relevant content faster.

Investigations: Find out who knew what and when quickly with tools like interactive visualisations and Concept Search. For organisations that conduct many similar investigations, Reveal offers over 30 out-of-the-box, pre-trained models to jumpstart your investigations.

Early Data Analysis: Use Reveal to make more informed data decisions earlier in your eDisclosure workflow. Quickly categorise, promote, or remove low-value data with the industry's most advanced AI-powered features. Rapidly organise concepts and isolate junk.

Communication Compliance: With Reveal, empower your compliance team to quickly and efficiently analyse communication content for potential policy violations and legal risk. Combine our data analytics and lightning-fast search technology with our pre-built AI models from the AI Model Library to identify compliance issues while suppressing the communication noise.

Intelligence Mining: Use Reveal to analyse your organisation's dataverse for actionable intelligence and valuable insights. Reveal's transparent Concept Search finds things that would rather stay hidden, seeing through code names and other obfuscations to get right to the high-value data faster than any other data analytics platform on the planet.

Reveal's Key Features

Reveal is the investigative and eDisclosure platform with the AI-Power to design efficient workflows, uncover valuable insights, and accelerate the identification of what matters. Reveal provides the processing, analysis, and review tools you need to manage all your legal matters.

Data Processing

Reveal's rapid, robust processing engine enables you to securely digitise over 900 file formats using its self-service upload feature. Achieve insights from your data, no matter its size or complexity, more quickly than ever. The adaptable architecture of Reveal enables smooth data transfer between workspaces, allowing you to save and repurpose it across various matters. The workspace minimises the time needed to familiarise yourself with a matter and facilitates efficient project setup workflows.



Transcription

Reveal's transcription feature, powered by AI, automatically converts audio and video files into searchable text. Your review team can now effortlessly search these typically challenging file formats. Swiftly pinpoint valuable content without the tedious task of reviewing media files manually.

Translation

Reveal's translation capability provides quick, high-quality, and customisable language translation. It supports translations for more than 25,000 distinct business language pairs, allowing recognition of up to three languages within a single document. Additionally, you have the option to review documents in your primary language.

Image Labelling

Reveal's advanced image recognition technology utilises machine learning to recognise and assign descriptive labels to images automatically. These labels can be conveniently used for searching and filtering images, removing the tedious task of manually reviewing them.

Interactive Visualisations

Experience your data with accuracy and efficiency through Reveal's dynamic and interconnected data visualisations. Minimise distractions using Reveal's Dashboard. Exclude low-value content by filtering for time, custodian, or file type, and swiftly focus on potentially significant data. Assess documents with increased predictive scores to uncover hidden links between relevant content and additional metadata. Efficiently navigate large datasets at a baseline to discover topics of interest. Easily identify key document clusters and examine their context to verify relevance. Separate and prioritise lower-value clusters for review. Quickly discern who was engaging in discussions about specific topics or a particular set of data, along with their respective levels of involvement. Reveal's interactive Heat Map visualisation allows you to detect hidden relationships between the values of two intersecting fields.

Dynamic Search

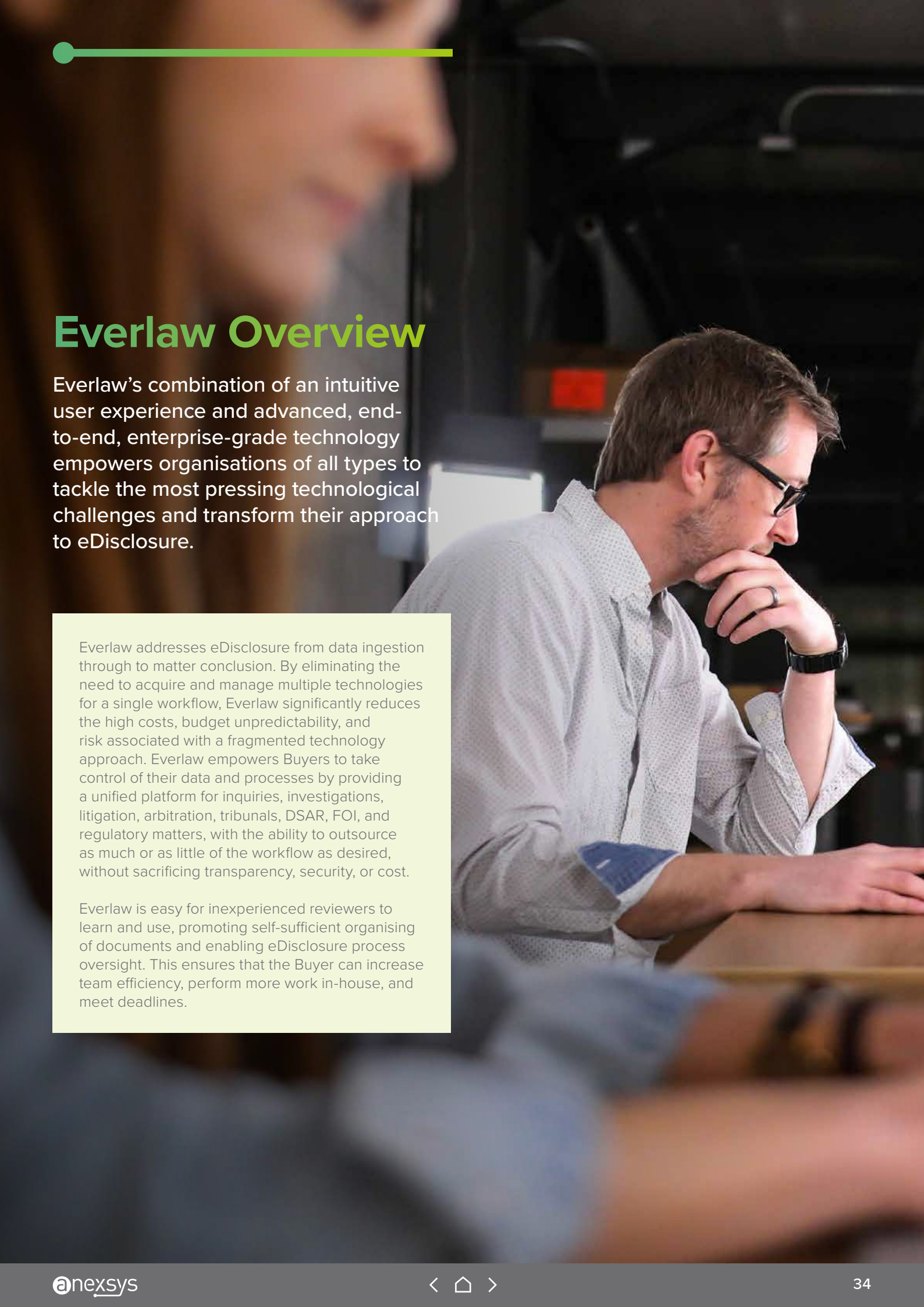
Utilise Reveal's dynamic search builder to construct effective search queries that yield immediate results. Apply filters to any metadata field or leverage the combined strengths of search and data visualisations to focus on relevant content quickly. Perform a Keyword Search and assess the accuracy of each term in real-time. Use Reveal's dynamic search builder to create both straightforward and intricate searches along with metadata filters. With Reveal's innovative Concept Search technology, search for a word, phrase, or even an entire paragraph. Explore related concepts through the interactive Brain Explorer to discover hidden relationships between terms and individuals.

Supervised Learning Workflows

Building a custom AI Model in Reveal is as simple as creating a tag. Develop your personalised models with AI-driven batches that smartly choose documents to speed up training. Assess the effectiveness of your model after each training round and use interactive simulations to determine how long to train. Access over 30 pre-built AI Models from the industry's sole AI Model Library. Implement these models at any time to help kickstart the identification of pertinent content. Leverage Reveal's precise predictive scores to prioritise document review and classify documents based on specific human actions or misconduct.

Production

Examine data generated by external parties or create your own productions using the production module. Continuous monitoring adjusts resources to adhere to strict deadlines. Colour reduction technology identifies when colour can be viewed as black and white, minimising file sizes and rendering times. Utilise secure access to conveniently share productions within the tool or offer direct download options.

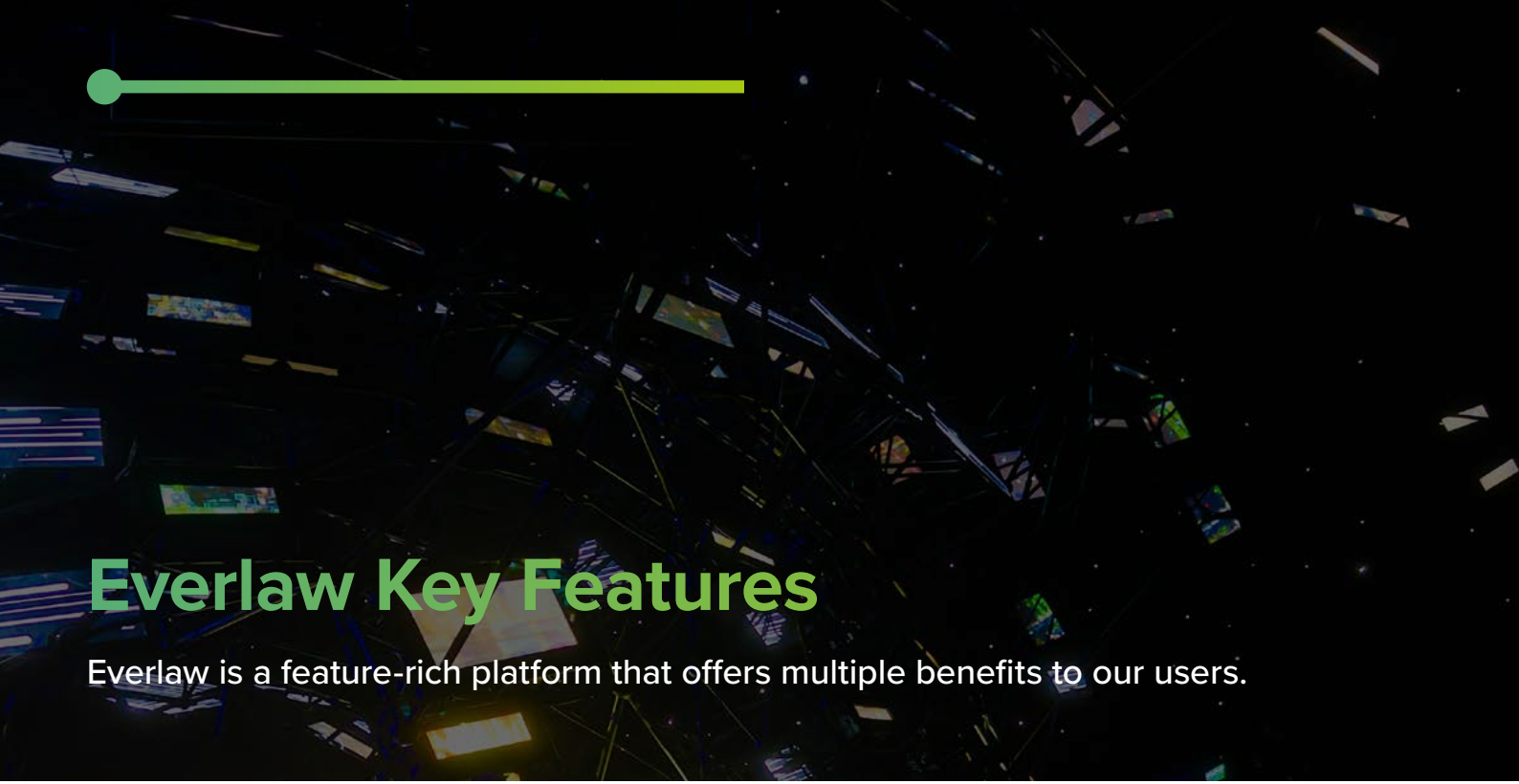


Everlaw Overview

Everlaw's combination of an intuitive user experience and advanced, end-to-end, enterprise-grade technology empowers organisations of all types to tackle the most pressing technological challenges and transform their approach to eDisclosure.

Everlaw addresses eDisclosure from data ingestion through to matter conclusion. By eliminating the need to acquire and manage multiple technologies for a single workflow, Everlaw significantly reduces the high costs, budget unpredictability, and risk associated with a fragmented technology approach. Everlaw empowers Buyers to take control of their data and processes by providing a unified platform for inquiries, investigations, litigation, arbitration, tribunals, DSAR, FOI, and regulatory matters, with the ability to outsource as much or as little of the workflow as desired, without sacrificing transparency, security, or cost.

Everlaw is easy for inexperienced reviewers to learn and use, promoting self-sufficient organising of documents and enabling eDisclosure process oversight. This ensures that the Buyer can increase team efficiency, perform more work in-house, and meet deadlines.



Everlaw Key Features

Everlaw is a feature-rich platform that offers multiple benefits to our users.

Drag and Drop Uploads with Automated Processing

Everlaw has a cloud-based system that automatically ingests native files into the platform. The system will also automatically extract metadata and text for your native data. Everlaw supports a wide range of native file types, including emails, Word, Excel, PowerPoint and PDFs. Everlaw also allows users to perform cloud-to-cloud transfers of large data volumes (e.g., O365, SharePoint and OneDrive), which significantly reduces project start-up times. Everlaw uses transfer accelerators to upload to Amazon Web Services (AWS) (no plug-ins or additional applications are required). Once data reaches Everlaw, it is automatically processed at up to 900,000 documents per hour. Automatic processing includes automatic de-NISTing of documents.

Everlaw automatically identifies, groups, and visualises duplicates, near-duplicates, email threads, and foreign-language documents in-platform. Everlaw automatically transcodes and transcribes audio and video in-platform (currently in English and Spanish only) and translates written documents in a variety of languages.

Automatic Extraction of Metadata, Text and OCR

Everlaw automatically extracts metadata and text from documents (including password-protected documents where passwords have been supplied during processing). If text is not present in a PDF/TIFF (or it is a low-text PDF), Everlaw automatically performs optical character recognition (OCR) to enhance the experience in-platform.

Search, Filtering and Document Exploration

Everlaw has two primary textual search tools:

Search Term Reports (STRs): STRs allow users to run multiple content or metadata searches simultaneously. Everlaw provides users with high-level information on the number of documents that match any search within a STR. Using STRs, users can explore the documents in their project during the early stages of a matter. STRs help analyse and identify documents that fall outside a specified date range, triage reviews, and create assignments. STRs also provide persistent highlights, including on proximity searches. Users can generate batch redactions from STR context searches (including regular expressions). STRs can be customised, saved, and shared in-platform by users, and can also form part of case templates.

Instant Visual Searches (IVSes): IVS is an intuitive, visual drag-and-drop mechanism for building queries, with results generated in real-time and displayed in the Instant Search Preview. IVSes can be helpful when analysing and identifying documents that fall outside a specified date range, and combined with other criteria, such as custodian or party information. IVSes can be customised, saved and shared by users in-platform.

Categorise, Code, Redact, Highlight and Annotate

Easily create custom categories and codes to be used to tag/ classify documents as part of a review. Categories and codes can also form part of case templates for frequently used combinations (e.g., for relevance, privilege, confidentiality, or common issue coding).



Redaction is a fluid in-platform experience. Reviewers can use the Redaction Highlighter to draw free-form redaction boxes on pages. Inverse redactions redact the page outside the free-form box. Reviewers can redact a whole page or a range of pages. They can also use select text and redact to redact all instances of that text within a document. Users can also redact metadata, and Everlaw will automatically suggest terms within metadata to consider for redaction.

Everlaw's spreadsheet viewer supports native redactions at the cell, group, column, row, and sheet levels, with the option to automatically redact dependent cells and perform inverse redactions.

Everlaw makes it easy to identify and batch redact personal data across documents, whether in a single document, a subset, or across a whole project.

Reviewers can highlight characters, words, groups of words or as free-form boxes, and then add text notes against them. Reviewers can also annotate documents. The reviewer text, including highlights and annotations, then becomes searchable. The fact that a document has annotations, redactions, highlights or text notes is also searchable.

Data Visualiser

Everlaw's Data Visualiser enables users to interactively visualise key metadata and other enriched document information at the database or subset level, supporting activities such as date-range filtering and gap analysis. Data Visualiser helps reveal patterns and anomalies that would otherwise be difficult to spot during a linear review, converting them into IVSes for subsequent analysis.

Communication Visualiser

Everlaw includes an email Communications Visualiser that enables highly visual investigatory workflows within the platform. Communication Visualiser is an interactive, filterable network graph of selected email communications that helps you gather insights into communication patterns. Understand who was communicating with whom, with what frequency, and how those communication patterns evolved, to filter down to relationships of interest and review the emails involved.

Analytics Dashboards

Everlaw's fully customisable dashboards present project information and reviewer activity, including platform time, review activity, reviewer accuracy, rating conflicts, review progress, rating trends and reviewer pace. Review

assignments can also yield metrics, including total review progress across assignment groups, individual reviewer progress through their assignment(s) within the group, documents in the unassigned and unreviewed pools, and the distribution of documents to users.

User Audit

Everlaw supports full audit capabilities, with document history available at the document and database levels. Everlaw records user activity and retains logs of additions and changes to users' privileges. Logs include details on live, historic and administrative user activity.

Legal Holds

Users can make legal holds simple, bolster defensibility, and proactively mitigate risk. Legal Hold allows users to add custodians manually or integrate with their organisation's directory to identify and draw in custodian information.

Users can quickly, confidently, and reliably issue holds to custodians to preserve potential evidence with a simple, straightforward user interface. The feature enables users to create custom hold templates, send notifications to custodians, track custodian acknowledgement of legal holds, reissue periodic reminders, and escalate holds to managers. All correspondence relating to legal holds within Everlaw is preserved, including the hold notice, any acknowledgement, any automated reminder or escalation and the notice of the removal or release of the hold. This information is retained even after the hold is released.

Everlaw can issue silent holds with preservation-in-place for Microsoft Purview. Users with the proper permissions can create, track, and release Microsoft Purview holds on custodian data within Everlaw. Everlaw displays preservation-in-place objects alongside hold notices for the same matter, without ever leaving Everlaw.

Chronologies, Document Drafting and Bundling

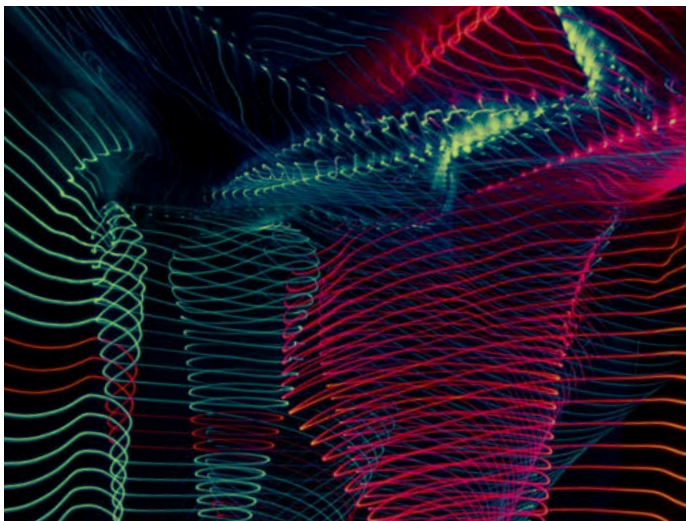
Storybuilder enables teams to collaborate seamlessly on creating narratives and timelines. A document, or set of documents, can be promoted to a Timeline and attributed to a Draft in Storybuilder, with redactions burned in and any other required endorsements applied. Following this promotion, using the Timeline, users can collaboratively curate the most important documents in a matter, making rapid progress from volume to relevance. It is also possible to export a PDF bundle from Storybuilder, including any text they wish, together with hyperlinked references.

Concept Clustering and Predictive Coding

Everlaw supports unsupervised and supervised machine learning in its clustering and predictive coding modules. Predictive Coding works on a continuous active learning (CAL) basis to improve review efficiency and accuracy. It is easy to use, with intuitive graphical interfaces and wizard-driven setup processes.

Document clustering (unsupervised machine learning) visualises documents in your dataset by conceptual similarity, generating insights into document concepts without requiring user input and helping you begin to understand your dataset without prior knowledge of its contents.

Document clustering can be helpful at the beginning of your review. It can identify key terms in datasets that are unknown or less well-known. As the review progresses, managers can deploy it for quality control, with users able to overlay predictive coding models onto document clusters in a highly visual, intuitive manner.



Generative AI

EverlawAI Assistant combines large language models (LLMs) with the data inside Everlaw. EverlawAI Assistant provides a native AI experience tailored to your teams and matters, all while respecting the privacy and security of your data. EverlawAI Review Assistant provides bulk AI document summaries. It can give coding suggestions, extract key people, dates, and numbers, analyse sentiment, and answer questions. EverlawAI Writing Assistant turns prompts into powerful first drafts, automatically creating output, complete with citations to supporting documents.

Importing and Exporting Productions

Everlaw can export formal document productions in an industry-standard format (images, natives, text files, and load files) through a simple wizard-driven process. Users can also produce all images into a single PDF through this process. Everlaw can produce industry-standard load files for export to other systems or document lists. Both options allow customised metadata field options to be specified. Everlaw can ingest processed data with accompanying metadata from an industry-standard load file, or it can upload PDFs when no load file is provided. Everlaw can also import Relativity ARM files. Productions can be exported from the production module, including in DAT, OPT, LST, LFP, and DII formats.

API Support

Everlaw's upload API allows you to automate upload configurations, update source files, name custodians, and report on this information for existing native uploads. This also unlocks advanced functionality for API users, such as turning off deNISTing and directly managing part sizes during file transfers.

Everlaw's API empowers engineers and technical experts to build programs or scripts that interface with Everlaw. Everlaw's Search API lets you build custom analytics reporting. Everlaw's Upload API enables you to create programs that automatically upload native data, automating your data pipeline and integrating your upload process. You can use Everlaw's API to collate project and database statistics automatically. Everlaw's API also lets you collate administrative data, including users, most recent user activity, user identifiers, permission groups, and project settings. It also allows you to track the most recent activity date for a project or database.



TrueLaw Overview

TrueLaw ingests millions of documents, clusters key themes, and auto-generates a clickable narrative, complete with linked exhibits, timelines, and data visualisations. TrueLaw works in tandem with lawyers, guiding them in real time, so the next search surfaces sharper, context-aware insights.

TrueLaw Key Features

Early Case Assessment: Map custodians, key events, and timelines within hours of data load. Lawyers can quickly identify key insights and documents.

Deposition Preparation: Generate witness-specific dossiers (statements, contradictions, top exhibits), all linked to source emails and chats. TrueLaw provides a “cheat sheet” that surfaces important material for witness or deposition preparation.

Production Set Review: Audit outgoing productions for privilege leaks, PHI, or missing Bates ranges before they leave the door. Reduce re-production risk and costly clawbacks.

Regulatory and Internal Investigations: Create chronologies and pattern analyses across email, voice, Slack, and more. Deliver fast answers whenever stakeholders request them.

Trial Storyboarding: Build interactive timelines and thematic decks synced with exhibit lists. Understand the facts more quickly, so more time is spent on legal analysis.

Develop Fact Patterns: Uncover fact patterns that you need to build your legal analysis. Identify key fact patterns automatically and at scale.

Getting Started with TrueLaw

TrueLaw’s integration with Relativity allows you to import data directly from your Relativity workspace, as well as export some of your TrueLaw Narrative results back into Relativity. To get started, select the set of documents you want to use and load the data. Once the data is ready, follow the steps on the TrueLaw platform to create a new application, select your data source, add context, and generate your report.

Secure Data Segregation

TrueLaw is SOC 2 Type II and HIPAA compliant, reflecting our deep commitment to enterprise-grade security and regulatory standards. Each client’s data is securely stored in a dedicated Data Room, separate from other clients’ Data Rooms. This ensures strong data isolation and confidentiality. Each Relativity workspace maps directly to a specific TrueLaw Data Room. Only users with the appropriate permissions in Relativity can export data into these Data Rooms, maintaining strict control over access and data flow. Within TrueLaw, only Data Room Editors can add new data.

AI Grounding Protocol

Our AI generates outputs solely based on the documents and data you provide for your specific case. It does not access or incorporate information from external sources, such as the internet or unrelated cases, when generating its output. Client data is never used to train TrueLaw’s models for our own purposes or for use in other customers’ matters. We maintain strict data isolation and do not use client data for any cross-customer training or general model improvement.



TrialView Overview

TrialView is an AI-powered solution designed to revolutionise your litigation workflow and dispute resolution processes. Our robust platform has been built by lawyers, for lawyers, to streamline your case preparation, enhance your courtroom performance, and maximise your chances of success. With features including bundle creation, transcription, collaborative workspaces and interactive evidence presentation, we're passionate about mapping out a future where litigation is more seamless, cooperative and efficient.

TrialView Organises Litigation

TrialView's AI workspace addresses one of the sharpest pain points in hearing preparation. It provides a centralised platform that bridges the gap between disclosure and bundle preparation, offering a host of benefits.

TrialView eradicates the friction points of typical hearing preparation. TrialView's centralised platform facilitates seamless communication and information sharing among team members, regardless of location. It avoids duplication of communication and document sharing by engaging a single source of truth throughout the litigation process. It streamlines routine tasks such as pagination, indexing and hyperlinking, ensuring compliance with court standards while enhancing collaboration.

TrialView can automatically categorise, tag, date, and analyse documents as they are uploaded, making it easier for legal teams to find relevant information and identify potential issues. Its AI can analyse communication patterns, ensuring that crucial information is not missed and that all team members stay informed. Moreover, AI can identify insights and connections that the human brain may overlook. By empowering users to quickly and easily find relevant facts within large volumes of documents, inconsistency detection is feasible and fast.

AI excels at rapidly processing large datasets and extracting the most useful information. It can work across entire bundles of documents or through specifically selected groups of documentation, pulling out the salient and highlighting patterns and insights. This kind of data interrogation would take a typical lawyer hours to complete manually; with AI, it can take as little as seconds or minutes.

TrialView Key Features

Our AI tools rapidly detect patterns, uncover inconsistencies, and highlight key information from case materials. You can

use it to ask questions about the evidence, the strengths of your client's case and the weaknesses of your opponent.

TrialView automates the creation of hyperlinked, court-compliant bundles, drastically reducing time spent on case preparation and ensuring all materials are organised and ready for any proceeding.

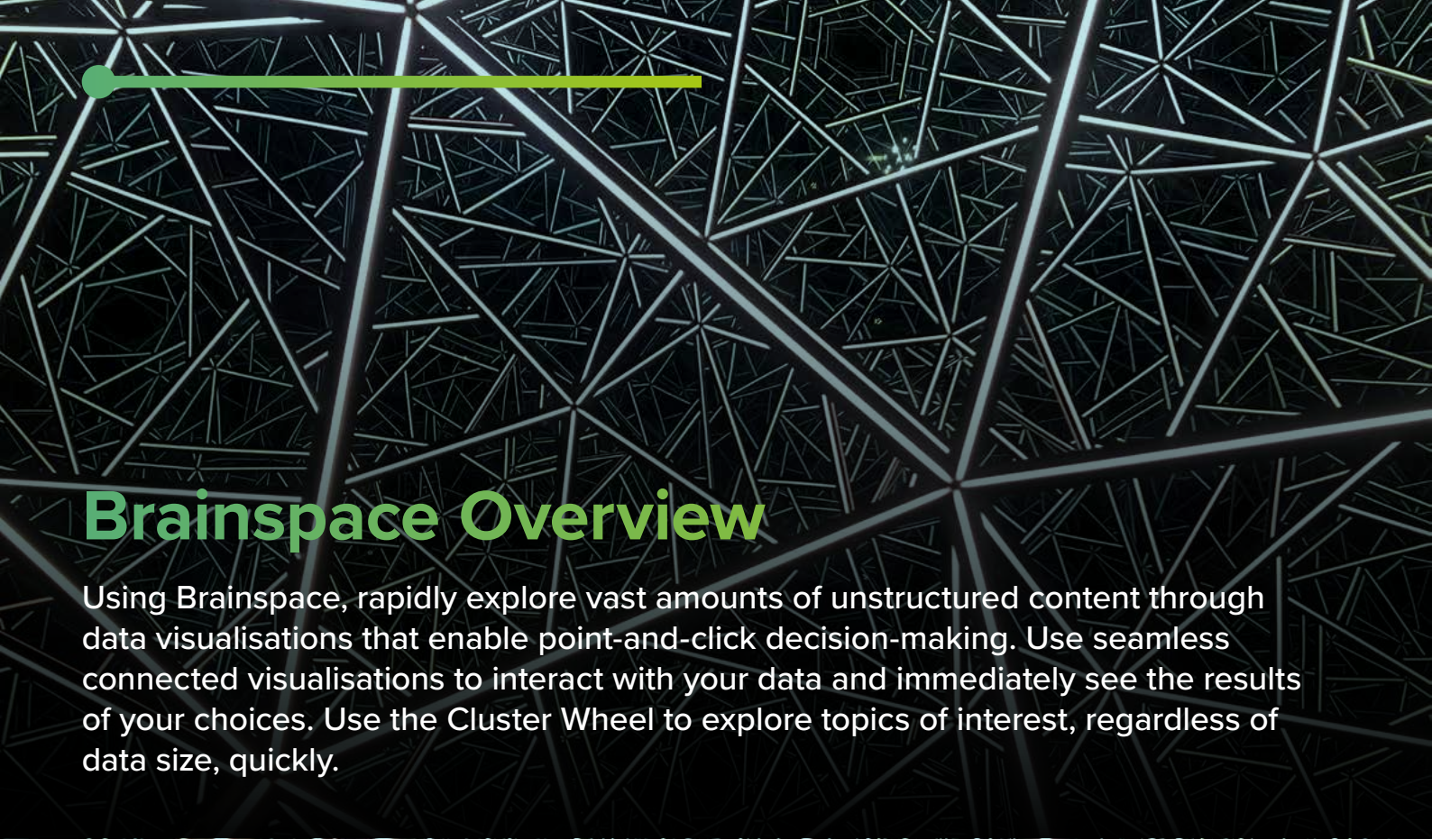
TrialView provides an intuitive platform for real-time, dynamic evidence presentation. With instant access to hyperlinked documents and intuitive navigation, you can respond agilely to arguments and present your case with seamless precision during any session.

Transcriptions

One of TrialView's most powerful features is its ability to provide real-time transcriptions during hearings, allowing you to view live, hyperlinked feeds within the platform. Using our innovative AI capabilities, users can analyse these transcriptions and easily identify inconsistencies and patterns within the information, allowing you to adapt and enhance your legal strategy on the go. Plus, with our intelligent search feature, users can quickly retrieve specific facts and information from these transcripts, with automatic hyperlinking that directly connects them to supporting documents.

Video Hearings

TrialView also helps during trial. It provides a seamless hearing experience and an engaging evidence presentation tool. TrialView's integrated video conferencing enables all parties to participate, regardless of location, enhancing both the flexibility and accessibility of the procedures. For an extra layer of security and customisation, permissions can be set to ensure everyone only sees the attendees and evidence that they are supposed to.



Brainspace Overview

Using Brainspace, rapidly explore vast amounts of unstructured content through data visualisations that enable point-and-click decision-making. Use seamless connected visualisations to interact with your data and immediately see the results of your choices. Use the Cluster Wheel to explore topics of interest, regardless of data size, quickly.

Concept Search

Start with a single term, phrase, or an entire paragraph, and Concept Search automatically expands your queries to reveal related concepts and surface connections previously unknown to the user. Concept Search will analyse related concepts returned by Brainspace's patented concept identification to find connections between terms that were previously unknown. You can then decide which concepts are more relevant by using weights to turn down or turn up their importance. This means you can visualise how concepts are connected and easily navigate those connections to find unknown relationships between terms and people.

Organise Work Product

Use notebooks and tags to organise your findings, view document results and contents to confirm relevance. You can organise document subsets into Notebooks, enabling you to easily synchronise your work product with review platforms. You can also create tags and apply coding decisions to recall your tagged documents easily.

Supervised Learning

Brainspace's next-generation supervised learning can automatically recognise specific types of behaviour. With zero extra effort, users can train models and leverage predictive ranks to prioritise their analysis and review. With Continuous Multimodal Learning, users can build a classifier with a few clicks and start the machine learning process. This allows them to gain a deeper understanding of what's driving your predictive ranks and make faster course corrections to your model. Decisions are portable across datasets and platforms, generating nearly instant relevance identification results for new cases without the overhead.



Nuix Workstation Overview

In today's fast-paced digital landscape, understanding data has never been more challenging. With soaring data volumes, diverse file formats, and dispersed cloud services, making sense of information can feel overwhelming. Nuix Workstation is the industry-leading platform, designed to extract valuable intelligence from unstructured, semi-structured, and structured data with unmatched speed, scale, and accuracy.

Nuix Workstation Key Features

Nuix Workstation empowers you to rapidly extract, analyse, and contextualise data to drive informed decisions. Achieve consistent, repeatable, and defensible workflows that adapt from a single workstation to a global enterprise. Accelerate early case assessments and reduce review volumes to save time and resources.

Gain total transparency over enterprise content, enabling you to mitigate risks and ensure compliance with regulations. Manage your data from creation through to audit and remediation seamlessly. Utilise data indexing and optimisation features that help your clients cut costs, improve governance, and make strategic decisions.

Aggregate all available data into a single powerful platform and leverage advanced investigative techniques to gain context and insights quickly. Automatically identify and correlate critical intelligence such as company names, monetary amounts, email addresses, and more, with access to over 180 additional identifiers through the Data Finder extension.

Answer fundamental case questions with ease. Nuix Workstation ensures a consistent, defensible process for every data item and source. Convert over one thousand file formats and source types into actionable information efficiently, capturing crucial content, metadata, and context.



Case Preparation Overview

Develop your most powerful legal arguments and strategies by effortlessly collaborating and communicating on cases from start to finish in one place. Designed by legal experts and proven in the largest court hearings worldwide, Case Preparation delivers innovative capabilities to support your unique requirements.

Case Preparation Key Features

Documents: Easily manage, annotate, and work with essential case documents and content in one secure, searchable space.

AI Analysis: Accelerate case analysis using AI to summarise documents, surface key facts, make data connections, and more.

Notes: Mark up key documents with highlights, annotations, links, tags, and more as your team prepares its case strategy.

eBundles: Create and organise paginated electronic bundles easily with accompanying hyperlinked indices, for use at any stage of your case.

Characters and Organisations: Organise and track key facts related to the people and legal entities in a case, linking them to underlying evidence.

Chronology: Identify and develop case events linked to relevant evidence and characters, creating a visual, event-based story of a case.

Portals: Provide a dedicated, branded portal to securely share case information with clients and other stakeholders on demand.

Dashboards and Analytics: Build dashboards and visualisations to track case progress, manage tasks, review activity, and understand case data.

Transform Case Preparation and Strategy with AI

AI is integrated throughout the solution, enabling you to develop the best possible case. AI empowers your team to focus on the most valuable work that requires human intelligence, allowing you to deliver superior case outcomes. We lead the way in streamlining how legal teams review and analyse case documents. While enabling you to annotate, link, add metadata, and perform other tasks critical to working smarter, we also ensure you have a single source of truth. Through a range of integration options, Case Preparation seamlessly integrates with eDiscovery, eDisclosure, and other tools. All relevant materials are centralised in a single, customisable repository while maintaining security, data governance, and compliance with related ecosystems.

Staff Clearances and Security

All our eDisclosure staff are cleared to SC level, and when recruiting we seek candidates that are willing to be vetted to the DV standard where this is required. Pre-employment, we conduct a comprehensive check of identity, right-to-work, criminal records (DBS), UK financial status (5 years) and employment history (3 years) for all employees. This meticulous process is in full compliance with the Baseline Personnel Security Standard (BPSS). We perform rolling annual checks thereafter, ensuring a continuous commitment to your data security. A specialist industry-leading third-party provider completes these on our behalf.

We take an active role in ensuring our ongoing compliance with our vetting and security obligations. Each quarter, we ask our staff to provide updates (or “no change”) on matters that might affect their SC clearance (e.g., any change in cohabitation). This transparent approach ensures that any amendments are immediately reported back to the necessary authorising body, keeping them informed and involved.

Our ISO 27001:2013 Information Security Management System (ISMS) sets out this process. Our rolling HR Security Audits also checks the clearance status of all staff quarterly, so that any impending clearance expiries are identified and renewed promptly.

Our operational practices retain work where clearance might be required within our business, so vetting within our supply chain is unnecessary.

We routinely perform projects with contract-specific security requirements, including specific NDAs. To ensure staff integrity, every project staff member must undergo project-specific information security training and sign a security aspects letter (SAL) that draws their attention to the project’s security requirements. Staff must reassess and re-sign the SAL every six months, reconfirming their understanding. Any changes in scope mid-project result in complete retraining of the team on all aspects of security.

Security Training

Our Information Security Management System (ISMS) underscores the crucial role of each staff member in maintaining our system security, data handling, and acceptable use policies. It requires that all staff sign to confirm their understanding and acceptance of our policies. We provide annual online training, testing, and accreditation to all staff, emphasising the significance of their role in information security, data privacy, GDPR, system security, and data handling and acceptable use.

Junior staff members are guided and supported by senior staff with extensive experience in providing services requiring information security best practices. General information security awareness is not just promoted, but nurtured through regular knowledge sharing, seminars and conference attendance, supplier training courses, and through the performance of audits. Conformance with security and confidentiality training is tracked by HR, providing constant visibility to our leadership team, and ensuring that junior staff feel supported and guided in their journey towards information security excellence.

Our ISMS requires all the above to be audited annually, which is how we ensure that our training remains current and that all staff members have been trained.

Our eDisclosure and Digital Forensic consultants almost all hold degrees in Computer Forensics or Computer Science. They are trained to have an advanced understanding of the fundamental importance of system security, data handling and acceptable use policies and how this is implemented and achieved in practice.

All staff sign a confidentiality agreement when commencing employment, which includes a warning that violation of security policies will result in disciplinary action, which may lead to loss of access privileges, termination of employment or civil and criminal prosecution. Training is completed during induction, and new staff are not permitted to engage in client work until all aspects of mandatory training have been completed and passed at 80% or higher.



Systems Access, Permissions and Role Management

Our platforms have logical user security and full audit trails. All systems are configured according to the principles of least privilege, with limited access to administrator privileges. We restrict all user accounts to named individuals. Access to our systems is via 2FA, with separate credentials for corporate systems (e.g., email) and eDisclosure platforms.

Our platforms' features all have customisable permission levels, ensuring ease of use by providing only the features, work products, and documents that the reviewers need, commensurate with their role. We can easily adjust access during a project. Our platforms' comprehensive audit histories ensure that clients can prove the accountable way access has been managed and all actions performed within the platform.

We use roles to control system access and what areas can be seen within individual platforms. We configure user access to match the job roles of employees and clients. Roles are defined within our ISMS and managed centrally to ensure consistency of application and prevent conflicts. Allocation to roles is done by job role rather than individually, through agreement between the client, HR, IT Security and Project Lead to ensure alignment with clearance, systems and project needs.

Local administrator privileges on workstations are restricted to end users, who cannot make configuration changes or install software without oversight by IT. Users outside of IT do not have local or domain administrator privileges on any workstations or servers. Where remote access is necessary, we only permit this via VPN with separate 2FA. Administrative access to our eDisclosure platforms is only possible via our hardware.

We can supply a Crypto Custodian where required.

Scoping and Ordering

Using over 100 years of combined experience, we advise clients on best practices, ensuring they have the scope and collate and collect their data appropriately and defensibly.

We provide consultancy from the outset of any engagement. We advise our clients to allow us to assist from the initial stages of data scoping and in forensic collections as, in our experience, this up-front consultancy ensures a more effective and efficient capture and transfer of data.

We regularly support our government and law firm clients with data scoping exercises. These typically involve working with an end client's IT department to carry out data mapping and develop a detailed understanding of the locations and types of data that require collection.

Onboarding

For continuous engagements, we define a straightforward onboarding process at the outset of the relationship to ensure we can establish cases with minimum delay. We consider various issues such as the scope of the matter start-up meeting, client-specific requirements and any contractual or compliance issues. Having an agreed process in place allows us to begin subsequent matters in a uniform and repeatable manner.

When engaged on one-off matters, onboarding begins with a data scoping exercise. This enables us to create a cost estimate based on data volumes, estimated matter length, number of reviewers, and expected support requirements. We focus on ensuring that we understand our clients' review needs and that they understand the scope of our services from the outset.

We then provide clients with our standard Service Order Form for signature, which includes a cost estimate and conflict checks. Once we have received the signed Service Order Form and have established that conflicts are clear, we commence work on the case.

Implementation

We take time to establish key contacts for each party and to determine the user skill levels and training requirements. We also confirm matter timelines, milestones and deliverables. As part of our best practice approach, we use checklists that cover aspects such as the processing specification, deduplication requirements, search term reporting, workflow and coding requirements.

We will start working on the matter once the specifics are agreed upon and understood. Below, we have provided a high-level summary of the stages a matter will generally follow. We can complete some of these tasks concurrently:

- Receive or collect the case data
- Ingest and process data
- Load processed data into the platform
- Set up any required analytics features
- Create user/reviewer access (licences)
- Perform training sessions
- Release the case workspace to the review team
- Provide ongoing case support through to completion

Delivery of Support

Our team provides comprehensive support throughout the life cycle of every matter, and our clients have direct access to our experienced security-cleared team of technical project managers. Our support team can assist with more complex tasks such as creating layouts, search term reports, applying analytics functionality, application of generative AI, and creating productions. We seek approval before undertaking work that is outside the scope of the initial agreement. If required, we will provide an updated cost estimate.



Data Security

Our Data Protection registration number is Z1951856. We were first registered on 16/10/2009, and our registration expires on 15/10/2026.

Since the introduction of the GDPR / DPA 2018 regulations, we have:

- Appointed a member of staff responsible for data protection
- Established a data protection training programme and trained all staff, both on induction and annually
- Performed a Data Protection Impact Assessment on our eDiscovery processes and adjusted our processes appropriately to ensure compliance and mitigate risks; performed an inventory of our data processing, and established a Register of Processing Activities
- Continuously enhanced our technical and operational security measures to protect against damage to personal data
- Performed due diligence on our suppliers to ensure they comply with GDPR/DPA 2018, including having appropriate technical and organisation measures in place, appropriate contract terms, and ensuring that any transfers are appropriately protected
- Updated our standard contract terms to ensure they comply with GDPR/DPA 2018
- Published a Privacy Notice

DSARs and Data Rights Request Process

All personal data processed by Anexsys is within the scope of our Data Subject Access Request (DSAR) process. We maintain a formal DSAR policy to handle any request from the data subjects where we act as the data controller. Our Privacy team (comprised of members from the Legal and Information Security departments) handles all DSAR requests received. Data subjects are entitled to obtain from the Controller:

- Confirmation as to whether Anexsys is processing personal data about that individual
- Access to their data
- Any related information
- The logic involved in any automated decisions relating to them

The Data Protection Owner is responsible for the application and effective operation of this procedure and for reporting to the information owner (company directors) on DSARs.

Our Role as a Processor and Controller

In terms of the eDisclosure service, Anexsys acts as a Processor only, acting on the instructions of the Buyer, who is the Controller of the personal data being processed. Anexsys acts as a Controller only in terms of the limited data collected about the Buyer to manage the service (such as email addresses for communications) and internal data relating to Anexsys staff.



Background to Anexsys

Anexsys was established in 2004 and offers dedicated outsourced services to law firms, corporations and the public sector. Anexsys provides services including data collection, computer forensics, data processing, document hosting, managed services and outsourced review. All our facilities are ISO 9001, 14001 and 27001 accredited and Cyber Essentials Plus certified.

Anexsys is a division of Consilio, a global leader in eDisclosure, document review, risk management, and legal consulting services. Consilio supports governments, multinational law firms and corporations using innovative software, cost-effective managed services, and deep legal and regulatory industry expertise. Anexsys focuses on UK government and police force clients, who require additional data restrictions.

All Anexsys eDisclosure staff are cleared to at least HM Government SC and NPPV3 level. We are trusted to handle government material at Secret and Top Secret level. We are one of only a few companies able to supply the full range of litigation support services, ranging from digital forensics and collection (using forensic professionals with expert witness experience), through to data processing and document hosting, as well as managed document review and hard copy services.

For two decades, Anexsys has built on a wide array of technological solutions to deliver innovative, customised eDiscovery environments. Anexsys holds a large infrastructure footprint, covering all the leading platforms and complementing them with its own proprietary software. These proprietary solutions include advanced generative AI initiatives and custom tools to manage modern data, such as streamlining the review of chat logs (e.g., Slack and WhatsApp), providing transcription for audio and video files, and proprietary bundling solutions. This capability ensures that our workflows are constantly evolving to provide our clients with optimal efficiency and defensibility.

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