

## K4 Rapid Review

*Dramatically lessen the burden of electronic discovery.*

Now you can improve the speed and accuracy of the Review phase, the most expensive part of electronic discovery. Kiersted/Systems, a trusted electronic discovery specialist, offers an enhanced native review experience that will save you time and money. **K4 Rapid Review** combines unparalleled workflow, real-time validation, and flexible search capabilities with a multitude of design features to create a uniquely powerful review platform. This innovative approach provides maximum flexibility so you control the process.

### Reduce risk

Without sacrificing flexibility, you will be able to demonstrate a consistent process in compliance with legal requirements.

- ▶ Ensure a secure process that follows the rules and avoid procedural missteps.
- ▶ Collect all the information vital to litigation proceedings.

### Enhance quality

Take advantage of Kiersted's expertise and experience.

- ▶ Enjoy greater qualitative control.
- ▶ Send us your data, or enlist our forensic team to retrieve it onsite.

### Increase efficiency

Kiersted's linear workflow process streamlines review activities so you won't get bogged down.

- ▶ Use the right expertise level for specific tasks and orchestrate simultaneous work efforts.
- ▶ Keep reviewers on track automatically.
- ▶ Tailor the number of steps in the process to meet each project's particular requirements.
- ▶ Run searches as needed – for documents in and/or out of the defined workflow.

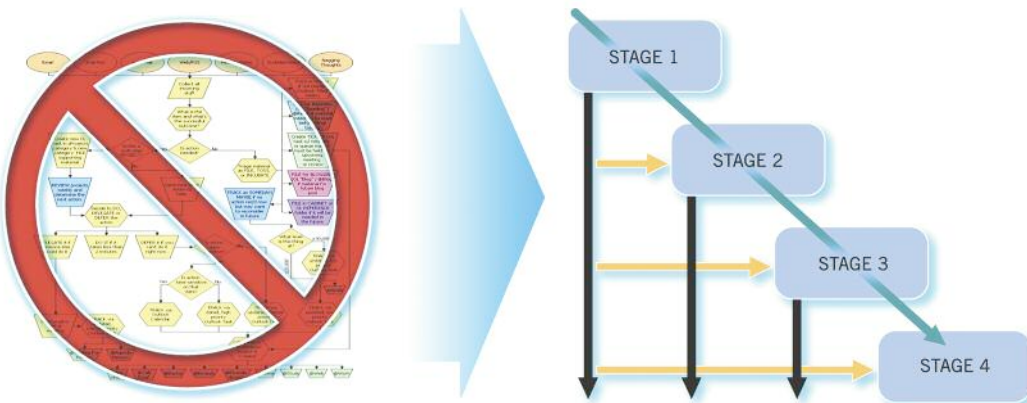
### Manage costs

- ▶ Kiersted has the production capacity to accommodate your needs. Take advantage of our economy of scale!
- ▶ Substantially reduce the quantity of data that requires higher levels of review expertise.
- ▶ Avoid staffing and training issues. Reviewers are up to speed in less than 30 minutes, equipped to begin the coding and culling process almost immediately.
- ▶ Output only what you want, exactly how you want it.

### Reap the benefits

- ▶ Kiersted's infrastructure lets you avoid heavy investments in computer hardware and software.
- ▶ Quick training brings reviewers up to speed in less than 30 minutes.
- ▶ Self-administration capability means less work for the project manager, system administrator and docket manager.
- ▶ Automated workflow routing maximizes reviewers' productivity. They stay busy!

*Customizable, intuitive interface with visually defined workflow takes you from chaos to clarity and control.*



# K4 Rapid Review

## *Elegant Simplicity.*

Set up, steward and enforce processes automatically in real time with Workflow (intelligent item routing) and Validation (work product quality control). Fast and easy for a reviewer to use, K4's powerful administration and management features make the entire review project run smoothly and quickly. The elegant simplicity of the process, combined with integrated quality controls, helps you complete projects efficiently with consistent results.

*"Very user-friendly and fast...I have used a number of these review programs and this is the best one... will definitely recommend Kiersted."*

*– Senior Associate, Top 100 law firm*

*"The best first-pass review tool on the market... bar none!"*

*– Litigation Support Professional,  
Major national law firm*

### **Speed**

Without sacrificing flexibility, you will be able to demonstrate a consistent process in compliance with legal requirements.

- ▶ Full text plus parametric searching with hit highlighting
- ▶ Programmable "hot" keys to simplify and streamline coding of editable fields
- ▶ Group tagging of related or selected documents using hot keys
- ▶ Custom issue codes, privilege codes and responsive codes
- ▶ Document filters to show only documents relevant to a workflow stage or items that failed validation
- ▶ Fully customizable user interface (includes support for multiple monitor setups)

### **Reliability & Technology**

- ▶ Integrated native, image and extracted text/OCR document viewers
- ▶ Integration of Equivio near-duplicates and email threads analysis
- ▶ Robust SQL database architecture

### **Quality & Throughput**

- ▶ Multiple, independent reviews of the same document population
- ▶ Standard progress reports showing review status
- ▶ Metrics that compare user productivity
- ▶ Real-time validation ensuring that items are coded in accordance with the defined rules for a specific review

### **Security**

- ▶ Highly secure, 128-Bit SSL-encrypted Citrix based platform
- ▶ Permission-based user views (Users see only items/bins they are allowed to see.)
- ▶ Native files and ESI are viewed using software located wholly on Kiersted servers, so no trace material is ever left behind on reviewers' machines.



K4 was built through very close collaboration with litigation professionals working under incredible deadlines. Every feature is carefully crafted to address real world challenges faced by review teams.

**Lighten your electronic discovery burden and leave the heavy lifting to us.**

**KIERSTED / SYSTEMS**

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