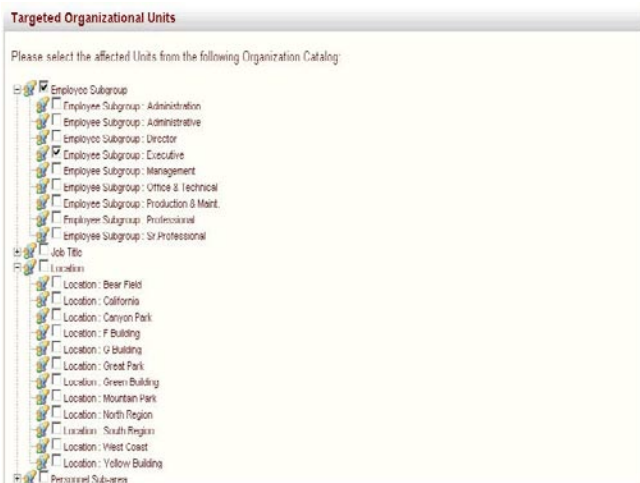
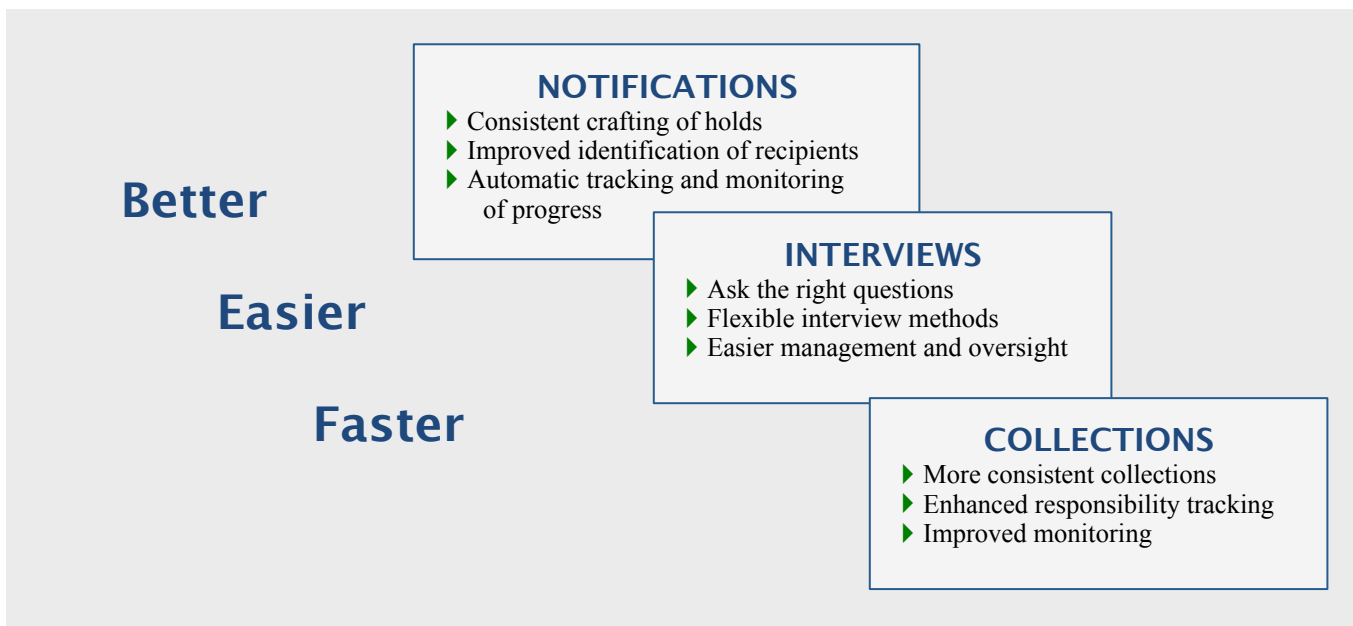


# Legal Hold

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

Kiersted has demonstrated expertise in building solutions designed to meet specific needs and has a solid reputation as a leader in e-Discovery technology. Our comprehensive legal hold management approach helps you ensure compliance with FRCP (Federal Rules of Civil Procedure) with a sound methodology and repeatable process. Find out why top corporate legal departments have relied on Kiersted / Systems for legal technology consulting for more than 25 years.



Choose custodians quickly from convenient on-line information.

## Get it right from the start with a clear scope

Effectively determine scope early in the legal hold management process. Choosing only relevant custodians and data systems prevents unnecessary data retention and drives down the ultimate cost of managing your ESI.

## Document acknowledgement notices; automate reminders and escalation policies

- ▶ Define and set reminder frequencies and escalation policies.
- ▶ Reliably transmit notices and make it easy for recipients to respond and view all the hold notices that have been issued.
- ▶ Ensure a full audit trail of notices and responses.

[See more... →](#)

# Legal Hold

## Deliver repeatable and consistent messaging

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

## Reduce business distraction with faster and more effective interviews

Conduct quick and cost-effective custodial interviews with:

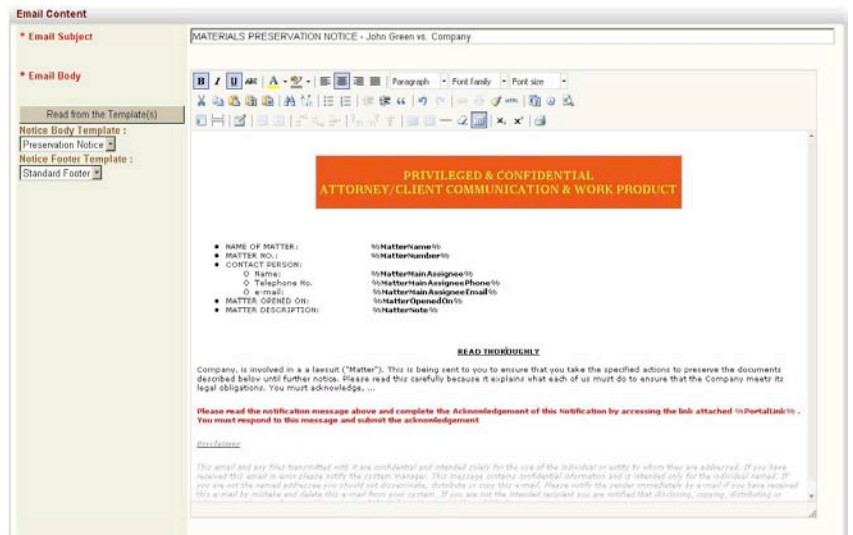
- ▶ The option to conduct online or in-person interviews
- ▶ Automated tasks sent to support staff based on specific responses
- ▶ Set templates to formulate consistent questions and reduce the need for follow-up interviews

## Gain visibility and control with audit trails and reports

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

## Manage the entire collection process with greater consistency

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



Build consistent messages with notification templates.

My Legal Hold Pending Tasks					
My Upcoming Tasks <span style="float: right;">Edit Filter</span>					
Task Priority	Subject	Due Date	Related Record	Status	Percent Complete
Normal	<a href="#">HR Feed Processing result: List of Move-In/Move-Out employees</a>	10/05/2009		Started	5%
Normal	<a href="#">Dat source Feed Processing result: 3 new stewards have been added</a>	10/09/2009		Started	90%
High	<a href="#">Please review and send the submission: Hold Auto Reminder Notice</a>	10/10/2009	<a href="#">C200910051643: Hold Auto Reminder Notice</a>	Started	50%
Normal	<a href="#">Potential custodian has been indentified: Atkinson, Michael</a>	10/12/2009	<a href="#">Atkinson, Michael M</a>	Not Started	0%
Normal	<a href="#">Notice recipient needs assistance: Matsushime, Greg</a>	10/12/2009	<a href="#">Matsushime, Greg</a>	Not Started	0%

Generate tasks based on interview responses or other occurrences.

## Integrate legal hold with your matter management solution

Assert greater control over the discovery process by storing matter management and legal hold information in a central location. Rely on Kiersted to add value to entire process.

Others promise, we deliver.

**KIERSTED** / SYSTEMS

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