

2,000,000 files on
240 computers in
3 countries. By Monday.

How?*

“With our dedicated forensic staff in Brussels, our Belgian team of skilled professionals have the ability and experience to assist you with all aspects of electronic disclosure, from the initial investigation through the collection, processing and production of responsive data.

We not only have the global reach to ensure large and complex cases are handled efficiently and consistently, we also have extensive experience within the UK, US, Europe and Africa. We understand local data protection laws and we know how to deal with data privacy issues across multiple jurisdictions.”

Rudy Hoskens
Director, Forensic Technology Solutions

“Our network of dedicated forensic technology professionals in over 30 countries is committed to helping companies and their lawyers understand their exposure and respond to disclosure requests.

We combine forensic accounting and technology expertise with state of-the-art tools and a uniform, worldwide methodology to provide you with sound, experience-based advice.

By seamlessly integrating with your teams and your technology, we ensure that you have all the information that you need, when you need it, to present a comprehensive, defensible disclosure.”

Dyan Decker
Global Leader, Forensic Technology Solutions

Complying with an electronic disclosure order is critically important, highly complex, time-consuming and disruptive. Getting it wrong is not an option. If you need to produce electronic disclosure, you need a trusted partner who can provide you with the advice and tools to respond quickly and completely, while minimising disruption.

A pedigree and a wealth of experience

Since 1990, PricewaterhouseCoopers (PwC) has advised on more than 5,000 electronic disclosure cases in over 100 countries. We have worked on every kind of case imaginable, from accounting malpractice and patent infringement to asbestos litigation. And our breadth of experience covers the spectrum of industries, from software to semiconductors and financial services to forestry and paper.

Knowing how to apply legal principles to information technology is in our blood. We understand the risks and consequences of data destruction and non-compliance. And while we have both lawyers and non-lawyers as part of our team, we all speak your language.

More than just technology

We pride ourselves on our technological capabilities and ongoing investments in software, hardware and training. But producing electronic disclosure is about so much more than just employing sophisticated tools capable of scanning vast amounts of files. It's also about giving you sound advice so you can:

- take **immediate action** to ensure compliance with the preservation order;
- translate the preservation order into **concrete instructions** to staff;
- correctly **document the process** to prove compliance;
- efficiently **review vast amounts** of data to determine what's responsive;
- deliver a complete and defensible disclosure **on time**.

As part of the world's largest professional services firm, our team has the experience, knowledge and skills supported by cutting-edge technology to help companies and their lawyers understand exactly what's required of the electronic disclosure order—and then deliver it with minimum disruption.



No margin for error

For any organisation, the delivery of a disclosure request or subpoena creates a high stress situation and places the client-lawyer relationship under the spotlight. To ensure an advantageous working relationship and a positive outcome, you need to be sure that you have the best forensic technology advisors at your side, experts who:

- understand the legal ramifications in every jurisdiction;
- can deploy and secure evidence immediately;
- use state-of-the-art, evidentially sound tools and methods;
- can integrate with your own teams and technology;
- will deliver expert advice wherever you operate in the world.

The PricewaterhouseCoopers difference

With more than 300 dedicated professionals in over 30 countries, we understand local legislative and cultural environments, and are able to deploy personnel to assess and secure potential evidence from the moment we receive instruction.

We invest over €3.2 million every year in developing cutting-edge facilities, technology and software. That speeds the review time and means we can interface with the world's major case management packages (including software such as Concordance) so that electronic document production is seamless.

We also invest in ongoing training, continuous improvement and knowledge-sharing programmes for our people, so that everywhere we operate you can be certain of uniform excellence and sound methodologies as well as intelligent, valuable, experience-based advice and the very highest quality service.

Having worked with legal counsel day-in, day-out for over 15 years, we understand the importance of maintaining a strong working relationship at this critical time. We stay in close contact with you from the initial analysis stage right through to delivery of court bundles. It's a matter of pride that we help to strengthen your client/lawyer relationship by acting as your trusted forensic technology advisor.

“PricewaterhouseCoopers are our co-professionals. Anyone who sees them as just a vendor doesn't understand the level of sophistication involved.”

A snapshot of the benefits

The features of our electronic disclosure services are designed to maximise compliance and minimise disruption while being as cost-effective as possible:

Preserved: data is secured for full compliance with the preservation order

Contained: all files are available in one repository

Accessible: over the internet by authorised users, at any time, from any location

Secure: access to evidence is encrypted and can be tightly controlled

Structured: review data according to selected criteria

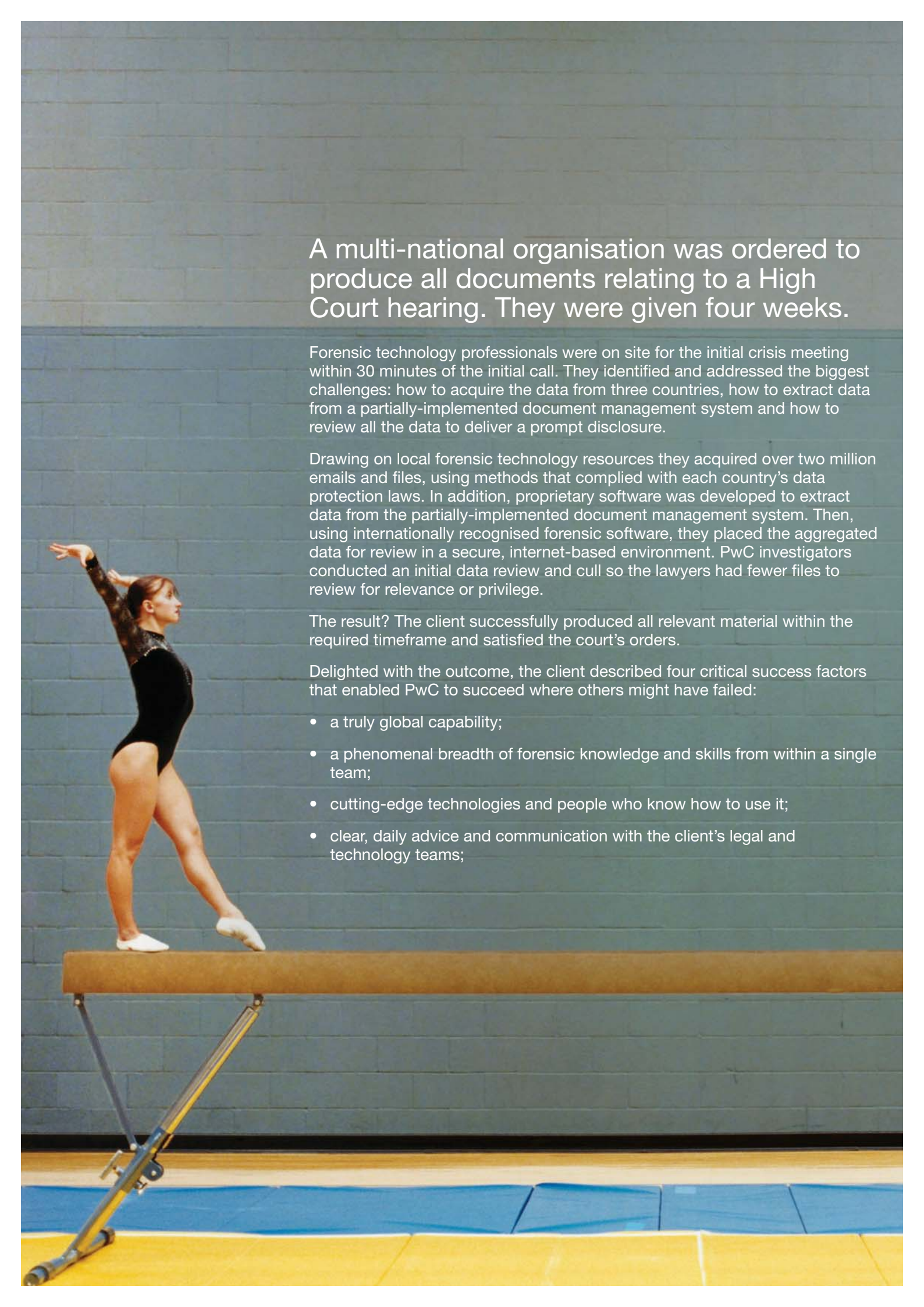
Searchable: rapid identification of relevant documents by keyword searching

Collaborative: share discoveries/ideas through circulation of annotated documents

Transparent: each and every review and use of data is logged

Scalable: no practical limit to the volume of data manageable

Flexible: interface with most major case management programmes

A ballerina in a black leotard and white pointe shoes is balancing on a wooden beam in a gymnasium. She is standing on the beam with her arms raised and one leg extended. The background is a blue brick wall.

A multi-national organisation was ordered to produce all documents relating to a High Court hearing. They were given four weeks.

Forensic technology professionals were on site for the initial crisis meeting within 30 minutes of the initial call. They identified and addressed the biggest challenges: how to acquire the data from three countries, how to extract data from a partially-implemented document management system and how to review all the data to deliver a prompt disclosure.

Drawing on local forensic technology resources they acquired over two million emails and files, using methods that complied with each country's data protection laws. In addition, proprietary software was developed to extract data from the partially-implemented document management system. Then, using internationally recognised forensic software, they placed the aggregated data for review in a secure, internet-based environment. PwC investigators conducted an initial data review and cull so the lawyers had fewer files to review for relevance or privilege.

The result? The client successfully produced all relevant material within the required timeframe and satisfied the court's orders.

Delighted with the outcome, the client described four critical success factors that enabled PwC to succeed where others might have failed:

- a truly global capability;
- a phenomenal breadth of forensic knowledge and skills from within a single team;
- cutting-edge technologies and people who know how to use it;
- clear, daily advice and communication with the client's legal and technology teams;



We can take care of the entire process

With more than 95% of all business information now created and stored electronically, the size of the corporate data universe is vast. Ensuring preservation, determining relevance, and managing the disclosure process can appear foreboding. We know that you can't afford to invest time capturing irrelevant data or reviewing unresponsive documents, so we work to provide the information you need, when you need it.

At the same time, it's important to understand where that potential evidence is located and to get all that is relevant. Disclosures are not limited to paper and electronic documents, but can include transactional data from financial and enterprise systems, as well as back-end IT information such as system logs.

Working as autonomously as you require, we help you gain a calm, assured and timely understanding of where to look, what's relevant, how to secure it

and how to review it, all the while ensuring compliance with preservation orders and regulations. The result is a cost-effective disclosure that's complete and defensible with the peace of mind that comes from using the world's pre-eminent forensic technology advisors.

“We trust PricewaterhouseCoopers, their speed and efficiency. The biggest benefit is their knowledge and experience because the consequences of not doing it right are too significant to contemplate.”

A sound process

- We act immediately upon instruction to identify and map the data universe;
- We forensically preserve and document potential sources of electronic evidence to comply with the preservation order;
- We image the acquired data and use intelligent processing to de-duplicate files and extract only the responsive data;
- We establish secure, internet-based environments for review of key documents (whether locally or across multiple jurisdictions);
- We advise on and develop strategies to cull, search, interrogate and review relevant material and assist in conducting a substantive review;
- We assist in the preparation and presentation of disclosure.

Knowing where to look

Knowing where to look is as important as understanding what you're looking for.

Office PCs, laptops, PDAs, BlackBerrys, hand-held computers, floppy disks, CDs, DVDs, phones, voicemail systems, company car GPS systems, security logs, video recordings, servers, offsite vendor back-up systems, disaster recovery tapes, supplier/client emails and computers, firewall log servers, employee home computers, personal ISP servers, mobile phones, mp3 players... this list goes on.

And how many copies of each piece of potential evidence exist? A file that exists on one computer may have been emailed to others, or synchronised with a PDA, and then taken for use on a home PC. It's also on a server and on back-up tapes. And those copies that were emailed... where have they been forwarded on to?

All this for one file. And you're looking at how many files on how many computers in how many offices?



Speed and accuracy is of the essence¹

- Friday p.m.** On being served with a subpoena, the company calls outside counsel. They, in turn, contact PricewaterhouseCoopers.
- Saturday a.m.** Forensic technology investigators arrive at the company's offices simultaneously, meet with the relevant IT personnel, rapidly map the data available in the company's IT universe and examine the company's data retention policies and documented destruction practices. With the data secure, the company records that they are in compliance with the preservation order.
- Monday a.m.** The PwC forensic team finalises strategies for the company's lawyers to cull, search and review all materials and begins to lead them through the data.
- Monday p.m.** The lawyers continue their review of responsive data. Relevant files are identified and subject to privilege review. Document production begins.
- Thursday p.m.** The company delivers the first production set along with proof of their compliance with the preservation order.
- Outcome** The regulator notes that the company cooperated fully and was extremely responsive to their investigation.

¹Note: This timeline is based on an actual case. The duration of a case can vary greatly depending on a number of factors, including the extent of the corporation's IT universe, the volume of files, the nature of the disclosure request and the preparedness of the company involved.

Are you prepared?

Determining the subject matter of a preservation order can be complex, especially before any claims have been made. And issuing a “litigation hold” email is not enough. Anticipating and establishing processes to handle preservation can ease the burden.

The situation often requires procedures such as:

- defining data retention policies which include destruction procedures;
- establishing communication protocols and lines of responsibility;
- training staff and communicating the process and penalties;
- regularly monitoring compliance, reviewing and modifying policies;
- where possible, obtaining certification or other accepted proof of compliance;
- ensuring your processes are actioned systematically and audited thoroughly.

We can help. Right now. For free.

We understand the need to find evidence while maintaining proportionality and minimising cost and disruption.

With experience from over 5,000 electronic disclosure cases worldwide, we are pleased to advise lawyers and company executives on how to best prepare for the possibility of a disclosure request.

For a confidential discussion that can lessen the risk of costly and disruptive electronic disclosures, call one of the numbers below or email

fts.be@be.pwc.com

and one of our team will be in touch with you.

Contacts in Belgium

Call us on day one and we'll get straight to work securing the data and helping you on the road to successful disclosure.



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