

Symantec™ Legal Hold Module

Data Sheet: Archiving and eDiscovery

Overview

The Symantec™ Legal Hold Module streamlines and automates legal hold management for corporations, law firms, and government agencies. The module enables legal teams to satisfy the duty to preserve from anticipation to completion of litigation by providing a repeatable workflow. As a component of the Symantec™ eDiscovery Platform, powered by Clearwell, users are able to have one seamless application to manage hold notices and also rapidly identify and collect critical data on demand. The Legal Hold Module minimizes the risk of sanctions while providing the highest level of defensibility across the entire electronic discovery lifecycle.

Key Benefits

Hold notices—Streamlines the email notification process as different notices can be sent immediately or scheduled for delivery to custodians and system administrators. Quickly create hold notices and send to relevant custodians and system administrators.

Reminders—Eliminates the need for manual follow-up as reminder email notices can be scheduled for delivery to non-responsive custodians.

Escalations—Maximizes compliance and simplifies the legal hold process. If custodians are not responsive, delivery of email escalation notices to their managers can be scheduled.

Notice library—Achieve greater consistency and efficiency across the legal hold process as hold notices can be saved as templates in the Notice Library for reuse.

Mail-merge—Reduce manual efforts and deliver customized custodian notices by creating templates that will automatically populate variable fields such as case name and custodian name.

Automated tracking and reporting—In a single view, administrators will have immediate visibility into the status of all legal hold notices across all cases. Administrators can drill-down by case to view the status across all custodians.

The screenshot displays the Symantec Legal Hold Module interface. At the top, there are navigation tabs for 'All Cases', 'Filter & Case', 'All Legal Holds', 'All Collections', and 'All Processing'. Below this, there's a search bar and a 'Legal Holds' section. The main area is a table with columns for 'Legal Hold', 'Case', 'Confirmed', 'Notices', 'Last Sent', and 'Actions'. The table lists various cases such as 'Burton v. Tames ESOC', 'Class Action - Tames Corp', 'Department of Revenue - Audit', 'DOJ Civil Demand 11-807324', 'Gabrielson Complaint - HB', 'In re Tames Corp Pension Fund', 'Jones v. Tames Shareholder Class', 'Patent US 8,032,998 B1', 'SEC Investigation 09-23434', 'SIC v. Tames Corp', 'Shive (Shive Domestic Subpoena)', 'Tames Corp v. Tames Corp', 'TC8243 Termination', 'TC8741 Workplace Discrimination', 'TC8911 Data Loss', and 'TC8432 Internet Abuse'. Each row shows the number of confirmed notices and the status of the notices (e.g., Active, Released).

Figure 1. Automatic tracking and reporting: Gain rapid visibility into the status of all legal hold notices across all cases.

One-click hold release—Simplifies administration by releasing a hold on one or more custodians with one click. Subsequently, release notices can then be automatically sent to targeted custodians.

Custodian portal—Custodians can easily track all their legal obligations in one place. They will have access to individual portals that summarize their active, pending, and released holds in a single view.

Custodian survey—Easily captures information critical to a case, thereby expediting the interview process. Surveys containing single-choice, multiple-choice, or free form text questions can be created and issued to key custodians. Templates can also be created and saved to the Notice Library for reuse.

Figure 2. Custodian survey: Easily create custodian surveys to capture important information about a case.

Survey response report—Automatically capture survey responses and using easy to read charts and graphs, immediately analyze information by individual custodian or summarized.

Microsoft Active Directory® integration—Custodians can be dynamically populated into the eDiscovery Platform from Active Directory. When employees are purged from Active Directory, they are still retained as custodians, ensuring a defensible record of all legal hold activity.

Custodian audit report—Create a complete and detailed audit trail as every legal hold action, such as hold notice, response, confirmation, escalation, and release, is tracked and available via an exportable report.

Distributed, access-based architecture—Legal hold responses can be routed to a separate server that provides access to all custodians, ensuring that the primary eDiscovery Platform server is accessed by designated legal and IT users only.

Seamless integration with downstream eDiscovery processes—The Legal Hold Module is part of the eDiscovery Platform providing users a single product for the entire electronic discovery lifecycle. Users can issue legal holds, and then collect, process, analyze, and review case data all within the same application, ensuring a defensible electronic discovery process.

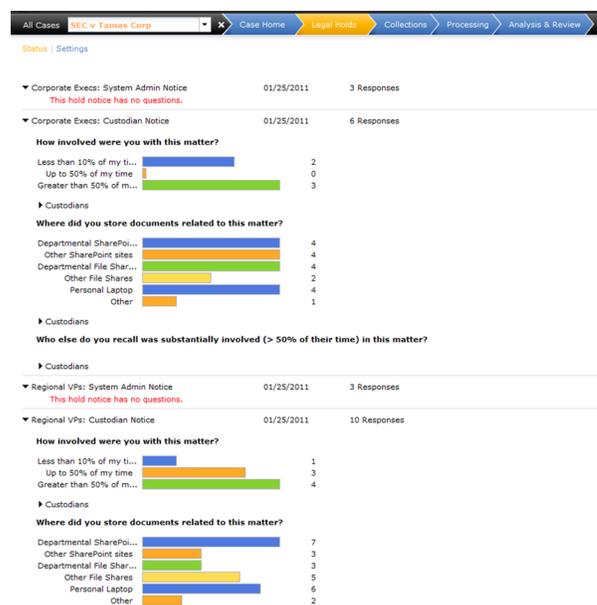


Figure 3. Survey response report: Immediately analyze custodian information in a summarized format or by individual custodian.

Archiving and eDiscovery

With Enterprise Vault and the eDiscovery Platform, Symantec delivers the first fully integrated electronic discovery and archiving solution. Legal and investigative teams now have a single, seamless interface to search and collect data, place holds within the archive, and perform analysis and review. Both Enterprise Vault and the eDiscovery Platform have achieved Gartner Magic Quadrant Leader status year after year. Over half the Fortune 100 and more than 16,000 organizations rely on Symantec Archiving and eDiscovery for faster resolution at a lower cost.

More Information

Visit our website

www.symantec.com/eDiscovery-platform

To speak with a Product Specialist in the U.S.

Call toll-free 1 (800) 745-6054

To speak with a Product Specialist outside the U.S.

For specific country offices and contact numbers, please visit our website.

About Symantec

Symantec protects the world's information, and is a global leader in security, backup, and availability solutions. Our innovative products and services protect people and information in any environment – from the smallest mobile device, to the enterprise data center, to cloud-based systems. Our world-renowned expertise in protecting data, identities, and interactions gives our customers confidence in a connected world. More information is available at www.symantec.com or by connecting with Symantec at go.symantec.com/socialmedia.

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