



## DISCOVERY

Discovery is a pre-trial procedure where either parties to a suit obtains evidence from the other by way of request for answers to interrogatories or request for admission, or request for production of documents, etc.

### DOCUMENT REVIEW PROCESS

The document review process involves reviewing and analyzing to determine what documents must be withheld from production to opposing counsel. The review process often consists of the following:

#### **Responsive/ Relevancy Analysis**

Identifying the documents pertaining to the subject matter or issue at hand.

#### **Privilege Analysis**

Documents are reviewed for Privilege information - Attorney Client Privilege, Attorney Work Product or Joint Defense Claims, AC or WP compilation.

#### **Privilege Redaction**

Redacting specific portions of documents that are identified as privileged content.

### Hot/Warm

Responsive documents tagged as hot or warm if the information/document is found to be vital to the issue at hand.

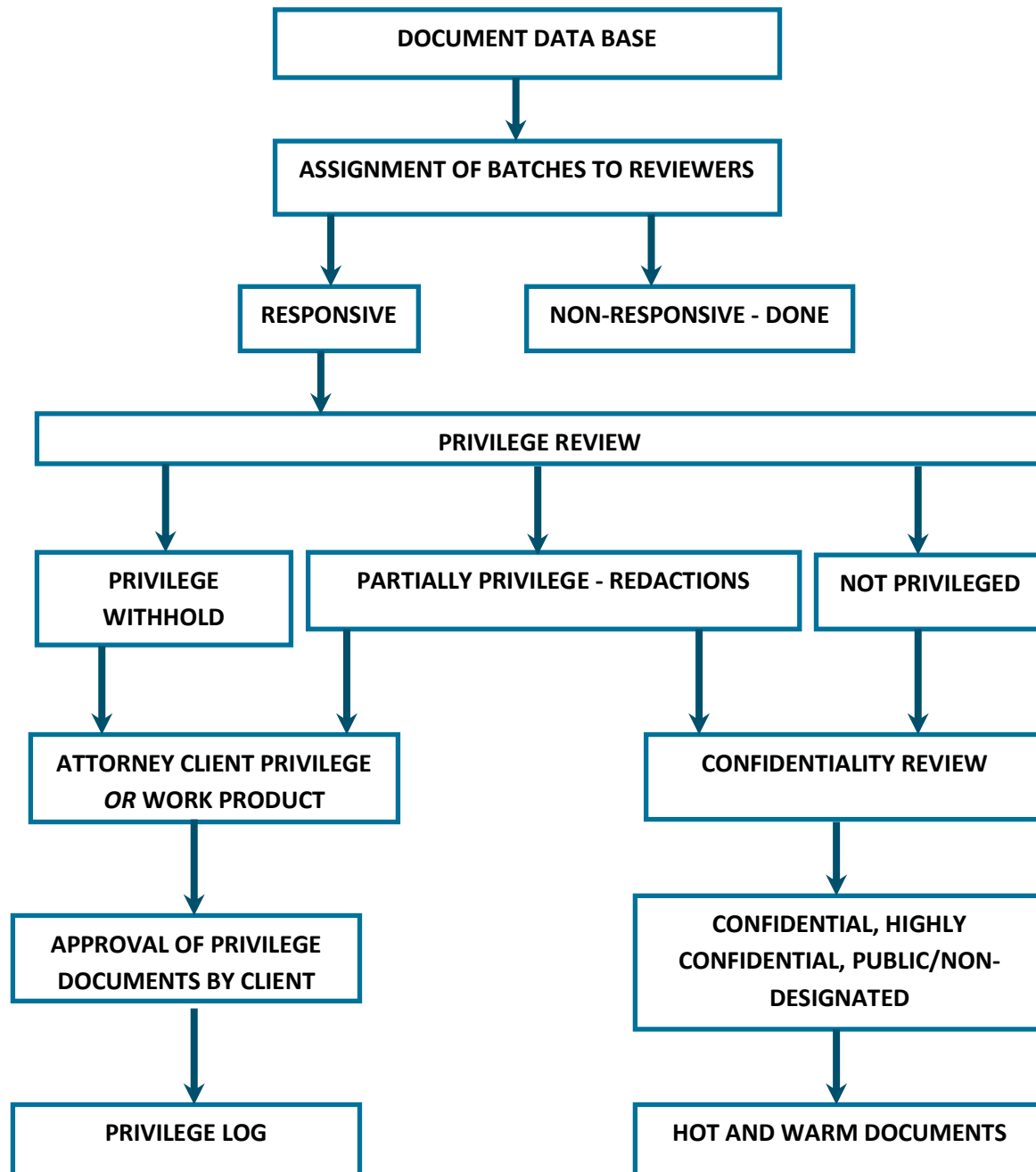
### Confidentiality Review

Responsive documents reviewed for confidential information- e.g. financial, pricing terms, agreements with confidential clauses, personal information.

### Privilege Log

Documents that are withheld from production is described by drafting a Privilege Log.

## REVIEW FLOW CHART



## INTERNAL PROCESS

