

## Data Production for e-discovery @ less than \$200/GB of data

### Client and case data overview

A 250 attorney mid-sized corporate law firm was handling a large litigation case. Data Production in the Discovery process involved 140 GB of native data (consisting of mainly emails and attachments in .msg format). The data was in a deep file folder structure involving 7 custodians and 9 servers. The law firm estimated data files of around 80,000 emails but noted that there is 40 GB data of corrupt files. The law firm sought to deliver reviewable data as Concordance and IPRO load files and image files format.

### Quotes from vendors

The law firm sought quotes from several domestic firms for data production along with a quote from Manthan Legal. While the quote for data production for this 140 GB of data from domestic companies was in the range of **\$380/GB to \$600/GB of data**, Manthan Legal's quote was **under \$200/GB of data**. This extremely competitive quote and a clear plan of project execution convinced the law firm to choose Manthan Legal for data production.

### Data Production Requirement

The data production involved producing:

- i. Recovery of corrupt data
- ii. De-duplication of files across custodians
- iii. Naming and Bates numbering files and attachments as per specifications
- iv. Metadata extraction of 27 fields from emails and 24 fields from user-files
- v. Preparation of Concordance Metadata Load files
- vi. Formatting of Microsoft files
- vii. TIFFing images of the native files, HTML rendering and TIFFing images of emails

- viii. OCR-ing of applicable file where text extract may fail
- ix. Preparation of IPRO and Opticon Image Load files
- x. Preparation of Exceptions report for Imaging and Text exceptions

### Project Execution in Steps

- i. Non-disclosure and data security agreement was signed between law firm and Manthan Legal
- ii. Manthan Legal conducted conflict of interest search and confirmed absence of conflict to law firm
- iii. The technology team of Law firm maintained a master copy of the data on their network while they created a copy of native file data in hard disk storage and shipped it to Manthan Legal. Manthan Legal received it within 2 days.
- iv. Law firm confirmed the data production requirements
- v. Project was executed in batches
  - i. Batched of 25 GB of processed data was uploaded through FTP to enable the review team to get started with relevance and privilege review
  - ii. All processed data was also captured in a hard disk storage and shipped back to law firm through FedEx. The law firm received it within 3 days, though it had already received all data beforehand through FTP transfer.
- vi. Law firm accepted all parameters of the project were successfully delivered by Manthan Legal and the project completed ready for relevance and privilege review.

### Manthan Legal exceeded delivery parameters

#### A. Corrupt files were decrypted

Manthan Legal was able to process the corrupt files, de-duplicate them against original non-corrupt data set and

produce a readable format of the files. This increased the scope of native files to be processed from 80,000 files (as estimated initially by law firm) to 280,000 files post processing of corrupt files. Though the document data set increased three fold, Manthan Legal managed the increased scope within the agreed timelines and cost budget.

#### **B. All inclusive price quote under \$200/GB of data**

While most vendors quoted a 'per GB' production price, they had quoted separately for project management, OCR-ing, unscrambling the corrupt files, FTP data transmission among others. This would push their true and final project cost by about 25%. Thus all other quotes had a true cost in the range \$500 to \$750 per GB for final data production bill. Manthan Legal achieved all of this under \$200/GB and this cost was all inclusive.

#### **Timelines**

Manthan Legal delivered the entire project within **4 weeks** of project kick-off. Processing over 140 GB of data and over 250,000 native files within the agreed time span set a positive benchmark for project execution. The first set of reviewable files was delivered within **2 weeks** so that the review team could start the review process within further delay.

#### **Client Testimonial**

The law firm client of Manthan Legal was extremely pleased with the project execution and this is what they had to say:

*"We were very pleased with the project execution by Manthan Legal. Hiring an offshore firm to do data processing was a cautious decision to begin with, but ended up being the right decision. They beat our expectations even when we compare with our experience with the local firms before."*

Manthan Legal is now assisting the law firm in document production and document review on an ongoing basis.

#### **About Manthan Legal**

Manthan Legal is a well established India based US focused legal process outsourcing service provider. In 7 years of operations, Manthan Legal today has a team of over 250 lawyers, paralegals and support staff and delivers services to US law firms and corporate counsels.

Manthan Legal specializes in:

- Document Production for discovery
- Document Review – relevance and privilege
- Document Summary
- Word Processing

Its unique distinguishing factors are predictability and reliability.

#### **Contact Us**

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