



DocLex™ – Production Management Solution

What production management problem are you trying to solve? That question, obvious though it may be, is one that merits a detailed answer before embracing a production solution for your litigation needs.

Organizations are quick to share that “we’ve invested a lot on document management, but still struggle.” Common frustrations include “legal teams are unable to share documents critical for assessment or production” or “legal documents need to be controlled in a consistent manner with chain of custody firmly established.” Bottom line: legal departments need assurance that, when faced with potential or actual litigation, their electronic documents are both admissible and have the evidential weight to be accepted as the documents they purport to be.

DocLex™ streamlines production management and case assessment – giving organizations quick and easy access to information while preserving chain-of-custody – from the convenience of a web based application.

- ✓ **Convenient.** Uses document management systems already in place to manage document source, location, and relationship to case.
- ✓ **Efficient.** It provides a simple work flow to automate document management, analysis, and production.
- ✓ **Secure.** Documents are kept within existing IT infrastructure to preserve security protocols and avoid recertifying controls.

DocLex™ Product Features

Automate Production Workflows

Streamline Discovery Production. Manage discovery requests quickly and efficiently. Mark documents as responsive, privileged and confidential, and capture Bates stamp information. Automatically generate privilege logs.

Find & Analyze Key Case Facts. Organize documents supporting key case facts to develop your argument. Use alleged facts from complaints and answers to get an early case assessment.

Document Control Capabilities. Manage document freeze to prohibit unauthorized editing and monitor detailed document audit trails.

Manage Aging Scenarios. Define document alerts and reminders for time-based events, including contract expiry, document retention periods, and reviews.

Case Participant Analysis. Organize case documents around identified key individuals. Allows easy preparation for depositions and examinations.

Dynamic Chronologies. Dynamic discovery timelines create transparency into pivotal timelines as relevant to each matter.

DocLex™ Benefits

Dealing with documents and information can be one of the most challenging and time consuming aspect of litigation. The **DocLex™** production management solution improves the speed and accuracy of processing case information. Access your information the moment you need it, wherever you need it.

Manage document intensive cases easily and control discovery and litigation costs.

Enable remote collaboration with your litigation team, the client, or the opposing counsel from any web-based computer.

Leverage third-party applications including Microsoft Office, SharePoint, and Documentum.

Our Benefits

Economical

Scalable costs match litigation volume.

CaseGuard users access services, on-demand, tailored to their litigation volume. Legal teams can choose to allocate the costs of compliance internally in a way that is defensible and transparent.

Unprecedented time-to-value.

Our applications deploy immediately – much faster than installation-required litigation holds offerings – with a total cost of ownership five to ten times less than with installed software.

Less expensive initially – and in the long-run.

CaseGuard solutions are provided pay-as-you-go. There are no heavy up-front costs or hidden expenses of maintenance and updates. With no software to install, you will always have the latest version.

Convenient

Accessible wherever you are. Device and location independence enable users to access our solutions using a web browser regardless of their location or what device they are using. As infrastructure is off-site and accessed via the Internet, users can securely connect from anywhere.

Easy on administrators. CaseGuard users can tailor notifications and access reports with the ease of navigating their favorite websites.

Compatible with your environment. We work in concert with your document management systems, leaving content within your corporate environment and security protocols. We leverage the ongoing investment of your IT security and avoid the need to review and recertify controls.

Dependable

Available. Our environments take advantage of server redundancy providing you with 99.9% uptime and disaster recovery.

Rigorously tested. Our products receive hundreds of hours of on-going testing with improvements delivered real-time and seamlessly to our customers.

Secure and confidential. Your information is protected by 128-bit SSL security. Data maintained and backed up in access-controlled, monitored Tier 1 data center.

About CaseGuard

CaseGuard specializes in providing intuitive, secure, and affordable litigation software solutions that allow customers to achieve efficiency and compliance from day one.

Each of our solutions is designed to address different needs, be flexible to match your actual litigation volume, and structured to allow legal teams to allocate cost of compliance across budgets, matters, departments or divisions.

Our mission at CaseGuard is not simply to deliver software, but to deliver real value – giving us the ability to offer our customers a true edge in eDiscovery compliance and litigation management with solutions that are accessible anytime and anywhere.

CaseGuard is a privately held corporation with its headquarters in Arlington, Virginia. Visit us on the web at: www.caseguardtech.com.