



Selecting a Litigation Hold Software Partner

How much are you and your organization prepared to invest in compliance?

With the ubiquitous nature of current technology, management of custodians and electronically stored information has become an increasing administrative and technical undertaking with limited judicial and regulatory compassion for costs and safe harbor exclusions.

The multitude of electronic discovery software vendors—each claiming to be the best—can make procuring a technology solution for your organization an intimidating, expensive, time consuming process. While there is no fail-safe way to identify the best partner, having a clear idea of the specific “need to have” versus “nice to have” functions and features that are required for compliance will help you make an informed decision. The most useful rules of thumb are:

- ✓ **Be wary of offerings that purport to satisfy all your needs... complexity increases time, cost, and risk.**
- ✓ **Be wary of significant capital investment and hidden direct/indirect costs...only invest in the compliance you need.**

Ultimately, you will need the benefit of technology to safeguard litigation outcomes and manage compliance – proactive due diligence can yield a solution with the value and performance requirements essential for your organization.

Key Issues to Consider

Are costs understood and well documented?

Software can cost a lot more than the up-front price, especially if it is “on-premise” software that needs to be installed into your organization’s technology environment.

→ What are the software license fees? Do you have to buy more than one license?

→ What about upgrades and maintenance costs? Maintenance fees and upgrade typically represent 15% or more of the initial system cost annually.

→ Have you calculated the costs for conversion of existing data and training? Data conversion and training costs can be as costly as implementation costs.

→ Are these mostly capital or operational expenses? The economic and accounting implications of capital expenses can adversely impact your reported financials.

Our Difference: CaseGuard solutions are provided on a subscription basis. There are no heavy up-front costs or added expenses of maintenance and updates.

How will the new software interface with key systems you use regularly?

Consider: High software functionality + High integration need = More touch points with your IT environment for potential product failure

→ Does the prospective software provide features you don’t need or are not well positioned to use?

→ Will the software need to interface with a variety of internal systems? Are these systems highly customized?

→ What happens if surrounding system upgrades are not compatible with the prospective software?

→ What happens post-deployment if upgrades negatively affect your systems?

→ What happens if you cannot be migrated automatically to the next version?

Our Difference: CaseGuard products are delivered via the web with no interaction required your IT environment. Updates are delivered automatically so you will always have the latest version

How long will it take to get up and running?

Do you need a solution immediately, as opposed to three to six months or even a year from now?

→ Is your team and extended organization sufficiently resourced and experienced to ensure timely delivery and success?

→ How long will it take to define, configure, implement, and test?

→ How long will it take to train users and technical teams?

Our Difference: CaseGuard products deploy immediately giving you a solution on day one.

What are the implications to security protocols and IT controls?

Managing your data can have varying levels of risk and understanding how those will be mitigated should be made as straightforward as possible.

→ Will implementation trigger the need to recertify controls?

→ Does the vendor provide security and privacy functionality to prevent breach of data?

Our Difference: We leverage your ongoing investment in IT security and avoid the need to review and recertify controls

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.