



 Tip Sheet

# 6 TIPS FOR EDISCOVERY DATA ACCESS IN MINUTES

## Accelerated eDiscovery

Legal teams face vexing challenges when it comes to moving beyond traditional methods of discovery collection, review and early-case assessment. Today, eDiscovery takes several days—or even weeks—of manual effort and requires working with multiple members of the IT department or litigation forensics team. However, leveraging the public cloud can proactively protect and preserve data across endpoints and cloud applications. With the right tools in place, a single person on a legal team can access custodian information in minutes on their own and immediately see if relevant files are present.

Here are six steps for reducing eDiscovery data access from days to minutes.



### 1. A Cloud-Native Approach

Organizations leveraging cloud applications have been able to easily cut their eDiscovery time in half while saving significant costs and minimizing data spoliation risks. Legal teams now have the ability to quickly and selectively collect and analyze the most relevant data at the very beginning of case assessments and use that data to gain a significant advantage over opposing counsel. Data is transferred quickly and securely within the cloud, eliminating the risk associated with unsecured networks and the time-consuming and costly handling of physical media. Rapid cloud-to-cloud collection, ingestion and review, eliminates the legacy challenges of limited computing and fixed infrastructure, while making data readily available for early analysis and review.



### 2. Proactive Collection (IT-Friendly)

You can have the information ready before you even need it by proactively collecting end-user data across the organization via time-indexed backups. By leveraging a cloud backup solution with integrated eDiscovery capabilities, organizations can serve their data protection needs while eliminating time-consuming coordination between internal counsel, HR, enterprise managers and IT. A tightly integrated data-protection and eDiscovery solution facilitates the maintenance of a clear chain of custody, ensures file integrity and enables customized data-collection policies. Before legal teams are even served with discovery demands, they can use already collected information to help win either a dispositive motion or a more favorable settlement.



### 3. Mobile and Cloud Application Data Capture

Collect and manage all the data across your organization's laptops, desktops and mobile devices, as well as its cloud applications (like Microsoft Office 365, G Suite and Box). With more than 60 percent of legal matters involving data collection from mobile devices, and almost 40 percent comprised of cloud data, a whole new set of challenges have emerged. In many organizations, it's unclear what kind of control IT has over mobile devices and cloud services, let alone the types of capabilities they might need to be able to collect and preserve this data properly for admissibility. Since IT can't properly collect and preserve all the data as part of its standard operations, additional processes have to take place in order for data to be stored and sent to a law firm. The steps involved in this traditional processing require that the preserved data be transferred to a separate set of storage devices, which then need to be physically transported while data integrity is maintained with a documented chain of custody. These multiple manual steps are not only costly and raise chain of custody issues but greatly increase the time to relevant data for legal counsel to begin even the earliest stages of review. Cloud and mobile collection improves the efficiency of IT and legal teams by ensuring that all data is available for immediate processing—and review.



### 4. Legal Hold Automation

Reduce reliance on custodians by centrally managing data preservation for all litigation activity across the organization. Once you have the data collected, putting that data on legal hold becomes an easy, instantaneous and consistent process that maintains the integrity of the files already in the cloud, saving as much as 95 percent of the time it would take under the traditional model. Apply solutions that address employee movement by preserving end-user data for as long as it is needed, even when the employee departs the organization. Automate this process through policy-based legal holds that suspend any retention policies that would result in data disposal and that guard against accidental or malicious deletion. Eliminate complex and error-prone custodian-dependant manual processes by leveraging this automation to serve the needs of multiple simultaneous ongoing litigation activities, without the headache.



### 5. Robust Culling

Most attempts to reduce review costs fail because they don't go to the root of the problem. Too much data is preserved, collected and sent to outside entities. By taking measures to streamline all the steps leading up to review,

legal teams can cut down on the cost and time spent before they get to this stage. By leveraging solutions that allow you to cull data by date range and file type and to access deleted files to hone in on relevant data for review, analysis and processing, legal teams can benefit from the quickest access to the most relevant case data.



## 6. Instant Access Review Tools

Review often accounts for 80 percent or more of total eDiscovery costs. Once data has been collected in the cloud and placed on legal hold, processing can immediately take place by directly connecting well-known, third-party eDiscovery tools using direct-to-cloud connectors. This can also easily be done independently by mapping data to a network drive on a legal team member's laptop, accessing custodian files and folders without disturbing metadata. This gives you instantaneous access to allow you to start reviewing files for early case assessment. These direct-access methods remove the need for transferring information across insecure networks, using separate storage media, performing additional shipping or other cumbersome and costly methods.

## The Big Takeaways

Organizations leveraging the cloud to solve these problems have seen a dramatic reduction in their eDiscovery time while saving significant costs and minimizing data spoliation risks.

1

### Getting to the data quickly

Efficiency should be at the forefront of any legal team's process in order to save precious time and address rising costs throughout the litigation process. The collection and preservation of electronically stored information (ESI) in a distributed environment is often a cumbersome manual process that can be very time-consuming and costly and which can greatly increase the risk of data spoliation as information is copied, deleted, stored or transferred across unprotected networks. With cloud data capture, legal hold automation and direct-to-cloud review capabilities, the time it takes you to find the relevant data you need can be dramatically reduced.

2

### Making sure you're looking at everything

Adding to this complexity is the dispersion of data across various SaaS applications (Box, Office 365, Google and Salesforce). With the accelerating growth of data volumes, cloud service options, and an overwhelming number of mobile devices throughout organizations, it's no surprise that the eDiscovery process can be simplified by leveraging a centralized cloud-native solution that provides a centralized view.

Learn how to cut your eDiscovery time in half at <https://www.druva.com/solutions/endpoint-ediscovery/>

## About Druva

Druva is the leader in cloud data protection and information management, leveraging the public cloud to offer a single pane of glass to protect, preserve and discover information—dramatically increasing the availability and visibility of business critical information, while reducing the risk, cost and complexity of managing and protecting it.

Druva's award-winning solutions intelligently collect data, and unify backup, disaster recovery, archival and governance capabilities onto a single, optimized data set. As the industry's fastest growing data protection provider, Druva is trusted by over 4,000 global organizations and protects over 25 PB of data. Learn more at <http://www.druva.com> and join the conversation at [twitter.com/druvainc](https://twitter.com/druvainc).



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