

CONSULTING

Planet Data's Discovery Management Team partners with law firms and corporate legal departments to lower their discovery management costs while ensuring compliance within the Federal Rules of Civil Procedure. Our team use best practices to provide customized document management solutions through experienced project management, processes and technology.

Our Discovery Management team is comprised of a highly accomplished workforce of attorneys, lit support, project management, technology and workflow experts averaging 20 years of practical law firm and corporate experience. We bring in the appropriate staff during our initial meetings to better understand the requirements of the case or cases.

Discovery Management Planning

We work with in-house counsel and their team to develop a plan to address litigation management needs on a global and project basis. We also work in conjunction with outside counsel as part of the team to serve as document management experts. By reviewing the current practices undertaken within the corporate legal department, our Discovery Management Team can recommend solutions to enhance those practices while reducing costs.

International Litigation

Planet Data is self-certified within the US-EU Safe Harbor framework and has developed solutions for litigations in the EU, Asia, Australia, Canada and South America. We understand the legal and logistical requirements for counsel in the collection and transportation of data from around the world.

Compliance and Risk Management

Planet Data's Discovery Management Team works with the legal team to develop the processes and procedures for identifying where and how documents should be collected, whether they be hardcopy or electronic.

Records Management Consulting

The key to an efficient, defensible discovery platform begins with records management policies and protocols. Planet Data experts conduct a Needs Assessment to identify areas within the current corporate records management process that require revision. This process will reduce data retention and storage, and improve discovery management efficiencies. We focus on the review of existing Records Retention Policy, Discovery Response Plans, legal hold and data collection methodology, and the respective roles of each business unit.

Our consultants spend ample time with the client teams to better understand their needs and requirements. We believe that there is no "cookie cutter" approach that automatically creates efficiencies and cost reductions. The completed Needs Assessment plan is presented with recommendations and solutions for implementation. Planet Data then assists in integrating the plan within the corporate infrastructure.

Data Collection

Our expertise ranges from the collection of forensic hard drive images to targeted, active file collection. Planet Data's collection and technical consultants use practical and cost-effective strategies to ensure compliance with all discovery data collection requirements. We provide consulting services specific to the identification, preservation, and collection of ESI using efficient, well documented, rigidly controlled, and defensible collection processes. Our consulting professionals have proven experience managing data collection projects of any size or scope. Our experts use automated technology solutions that perform forensically sound data collections without the need for expensive, on-site technical and forensic appointments.

DISCOVERY MANAGEMENT SERVICES

PLANET DATA PROVIDES COLLECTION SERVICES FOR DIGITAL MEDIA INCLUDING

- Personal computers
- Laptops
- Servers
- Cell phones/Blackberries/PDAs
- Backup tapes
- USB drives

OUR DATA COLLECTION CONSULTANTS ARE EXPERTS IN PROVIDING

- Defensible processes
- Chain of custody documentation
- Data preservation consulting
- Password breaking
- Encryption breaking

Document Scanning

Planet Data has extensive experience providing document scanning services to corporations, government agencies and law firms. The document scanning process consists of converting paper files and other paper-based documents involved in discovery into electronic files. We incorporate our battle-tested workflows to streamline attorney review and production.

Document Coding

Planet Data has been providing coding services to its clients for a decade. Document Coding is the process of capturing information contained within a document. This process typically applies to scanned paper based documents. Coding consists of manually capturing information such as document type, date, author, recipients, title or subject, and source. In addition, the documents are typically logically unitized during the coding process, making it compatible with the Electronically Stored Information in the litigation database. The combination of the document scanning, OCR and coding significantly improves the productivity and accuracy of the attorney review and production processes.

Optical Character Recognition (OCR)

Planet Data provides OCR services for both paper-based evidence and electronic files that do not contain “extractable” text into searchable text. OCR is the mechanical or electronic translation of images of handwritten, typewritten or printed text (usually captured by a scanner) into machine-editable text. Quality of the OCR data will depend upon the quality of the original documents. QA-Scanning, as detailed above, will ensure that the best possible digital images are obtained for the document population so as to maximize the accuracy of the OCR process.