EnCase® eDiscovery
by Guidance Software

LOWER COSTS WHILE REDUCING RISK

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EnCase® eDiscovery

EnCase eDiscovery is the electronic discovery solution of choice for addressing the end-to-end e-discovery needs of corporations and government agencies. This comprehensive and scalable software solution, which includes EnCase eDiscovery Review, effectively manages electronically stored information (ESI) through litigation, arbitration, and internal or regulatory investigations by significantly reducing the risk and expense associated with electronic discovery of data.

In one complete product, EnCase eDiscovery equips your organization with all essential capabilities you need from legal hold, identification, collection and preservation to processing, early case assessment (ECA), analytics, review and production. Whether for a single case or multiple matters, EnCase eDiscovery delivers exceptional value, resulting in faster, more cost-effective and consistent discovery while reducing legal risk.

KEY FEATURES

Legal Hold

- Personalized custodian portal
- Centralized hold management
- Global legal-hold reminders
- Non-disruptive Collection and Preservation
- Consistent and precise online custodian review

Gold Standard for Collection and Preservation

- Exclusive capability to collect and preserve content from on premise data repository (e.g. Exchange, Lotus Notes, SharePoint) and the cloud (Amazon S3, Box, Google Drive, Office 365 with SkyDrive Pro) with no disruption to business operations
- Powerful collection and patented, optimized, distributed search functionality deliver the most comprehensive results possible

Anytime Analytics and Continuous Case Assessment

- Unique ability to do pre- and post-case assessment and first-pass review at any point in the e-discovery process
- Easy culling and tagging of document groups prior to review
- Powerful data analytics and a simple interface
- Documents are accessible directly from the application

Processing

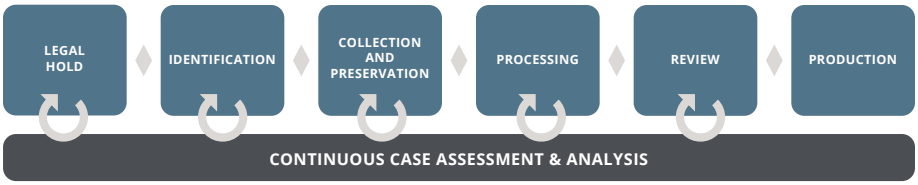
- View pivotal information in a graphical layout
- Superior culling and processing

Review

- Review, redact, and annotate quickly and easily
- Faceted search and dynamic concepts speed review

The Right Architecture for the Right E-Discovery Function

- On-Premises collection and preservation behind the firewall, providing security and oversight of your electronic data
- SaaS based review and production for efficient collaborative review
- Blended on-premise or SaaS processing, analysis, and ECA offers flexibility to suit your needs and your way of operating



EnCase eDiscovery improves productivity by simplifying workflow at every phase of the process.

Perform Early and Continuous Case Assessment and Analysis

Only EnCase eDiscovery provides your team with everything needed to perform continuous case assessment, an optimized process whereby legal teams can quickly glean necessary facts, both pre and post-collection. Designed for enterprise professionals, EnCase eDiscovery provides:

- Robust, defensible, and non-disruptive collection and preservation
- Agile, scalable e-discovery support for any combination of cases, users, and data volumes
- Intelligent and highly efficient Central Legal Repository for secure collaboration
- Simplified oversight and management of the entire e-discovery process
- The right architecture for the right e-discovery functions
- Integrates with your existing infrastructure

MANAGE MATTERS IN A COLLABORATIVE E-DISCOVERY ENVIRONMENT

Corporate legal teams often include members from HR, IT, and legal departments, which can make using a solution built only for litigation specialists a cumbersome process. Built especially for the enterprise, EnCase eDiscovery offers everything your team needs for complete, defensible, and accurate results in your e-discovery process for litigation and investigatory matters.

When to Bring E-Discovery In-House

In today's legal and technological landscape, the best determinant of whether or not you should bring e-discovery in-house isn't the size of your organization, but rather the number of cases you address each year. Even if you typically handle only two cases per year, if they're relatively large cases, EnCase eDiscovery can save you tremendous time, cost, and risk. As Gartner Research Distinguished Analyst Deb Logan said recently in a joint webinar, "Most companies with any kind of level of litigation at all—maybe even 10 cases a year or one or two big cases a year with multiple custodians—should really give serious thought to bringing the process in-house."

Only EnCase eDiscovery Review can provide your legal team with a central legal repository featuring fully integrated multi-matter support. This powerful capability enables any number of attorneys to operate securely on any number of cases within the same virtual workspace, on the same set of documents—independently or in collaboration—without compromising confidentiality. The central legal repository:

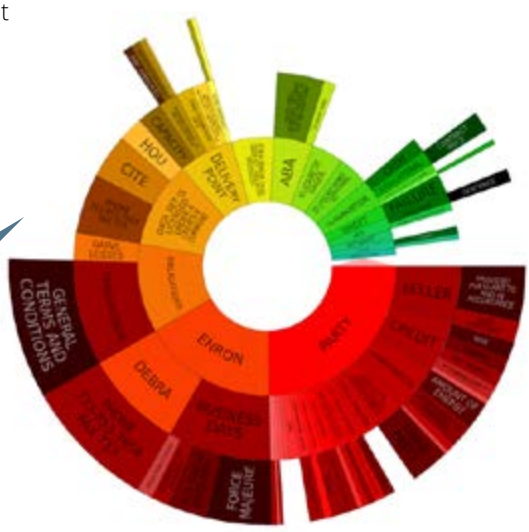
- Retains all work product
- Provides de-duplication across cases
- Compares current cases to previous matters
- Ensures that documents withheld in one matter are never produced in another
- Reduces data-volume cost and associated risk
- Scales to handle any combination of cases, users, and data volumes

DYNAMIC CONCEPTS:

Know what's in your data and act on it

View Concepts as Tree or Wheel

Click to Select, then Analyze, Copy, Delete or Bulk Designate



FACETED NAVIGATION:

Easily identify and filter on key values

See Top Authors, Recipients or Any Other Subjective or Objective Metadata

Click to Select and Filter then Review, Copy or Delete

Facets, Filters and Documents Stay Synchronized

"The duty to preserve involves reasonable and good faith efforts, taken as soon as is practicable and applied proportionately, to identify and, as necessary, notify persons likely to have relevant information to preserve the information."

- The Sedona Conference® Commentary on Legal Holds: The Trigger and the Process, September 2010

KEY BENEFITS

Lower Costs and See Swift Time-to-Value

- Reap the rewards of a powerful, efficient e-discovery environment in just a few months
- Eliminate outsourced processing and preservation fees

Gain Unprecedented Management Power and Flexibility

- Easily administer and monitor teams of attorneys in real-time
- Readily maintain a complete chain of custody
- Eliminate coding errors with real-time QC query folders
- Enforce holds on structured and semi-structured data

Leverage Prior Matters for All-New Levels of Efficiency

- Make immediate use of previous work product, redactions, searches, workflows and processes across cases
- Produce faster for litigation or regulatory response
- Protect privilege across cases to avoid inadvertent production

Reduce Risk Exposure

- Quickly issue hold notices to custodians
- Collect and preserve more complete results
- Preserve electronically stored information (ESI)
- Automatically track the legal hold process

Gain Actionable Intelligence Earlier

- Know what's in the data and act on it with multiple conceptual views
- Easily identify and filter on key values with faceted navigation

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About Guidance Software (NASDAQ: GUID)

At Guidance, we exist to turn chaos and the unknown into order and the known—so that companies and their customers can go about their daily lives as usual without worry or disruption, knowing their most valuable information is safe and secure. Makers of EnCase®, the gold standard in digital investigations and endpoint data security, Guidance provides a mission-critical foundation of applications that have been deployed on an estimated 25 million endpoints and work in concert with other leading enterprise technologies from companies such as Cisco, Intel, Box, Dropbox, Blue Coat Systems, and LogRhythm. Our field-tested and court-proven solutions are used with confidence by more than 70 of the Fortune 100 and hundreds of agencies worldwide.

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