

Clearwell Legal Hold Module

The Clearwell Legal Hold Module was designed to enable corporations, law firms, and government agencies to automate and manage the legal hold process. The Module streamlines legal hold management by enabling a repeatable workflow that allows Legal teams to satisfy the duty to preserve from anticipation to completion of litigation. Since the Module is part of the Clearwell E-Discovery Platform, users have one seamless application to not only manage hold notices but also rapidly preserve and collect critical data on demand. As a result, the Clearwell Legal Hold Module minimizes the risk of sanctions while providing the highest level of defensibility across the entire e-discovery lifecycle. Key features of the Legal Hold Module include:

Hold Notices: Hold notices can be quickly created and sent to relevant custodians and system administrators via email. Clearwell allows one set of notices to be sent to custodians and a different set to be sent to system administrators, streamlining the notification process. Notices can be sent immediately or scheduled for delivery.

Reminders: Reminder email notices can be scheduled for delivery to non-responsive custodians, eliminating the need for manual follow-up.

Escalations: Escalation email notices can be scheduled for delivery to a custodian's manager if a custodian is not responsive, systematizing the legal hold process while maximizing compliance.

Notice Library: Hold notice templates are included and can be customized and saved in the Notice Library for reuse, or users can import their own. The Notice Library is automatically maintained, enabling administrators to achieve greater consistency and efficiency across the legal hold process.

Mail-Merge: When developing templates, variable fields, such as Case Name and Custodian Name, can be used to automatically populate and customize individual custodian notices rather than having to manually tailor each notice separately.

Case Name	Type	Hold Notices	Confirmed	Sent	Pending	Last Sent	Next Sched...	Actions
Union negotiation	Contract	3	31	20	06/09/2010	hold		
Veritas Acquisition	HR	4	38	10	05/19/2010	hold		
Siberia Phase II Study	FDA	1	24	1	06/07/2010	15/07/2010		
Genetech discussions - R1.2	Antitrust	5	23	3	02/21/2009	hold		
Amesbury IP development	IP/Patent	2	27	0	01/12/2010	hold		
Neurostral Phase III Trial	FDA	2	23	20	03/06/2009	hold		
SEC - Texas	SEC	2	19	0	06/13/2010	hold		
201203 BarnesDocs	SEC	1	14	5	01/17/2010	11/17/2010		
Construction dispute	Contract	2	14	5	02/06/2010	hold		
201202 BarnesDocs	SEC	1	14	0	04/01/2010	hold		
Genetech discussions	Antitrust	2	13	0	06/10/2009	hold		
Adenosar Phase II Trial	FDA	2	13	12	01/08/2010	hold		
Siberia Phase II Study	FDA	2	13	0	11/24/2009	hold		
Bank distribution rights	Contract	2	12	1	10/22/2008	hold		

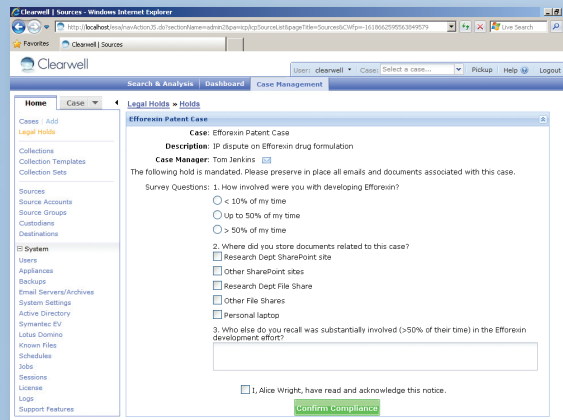
Automatic Tracking & Reporting: Gain rapid visibility into the status of all legal hold notices across all cases

Automated Tracking and Reporting: Administrators have immediate visibility into the status of all legal hold notices across all cases through a single pane of glass. Administrators can drill-down by case to view all custodians who have received and responded to their hold notices, and those who haven't.

One-Click Hold Release: One or more custodians can be quickly released from a hold with one simple click of a button. Release notices can then be automatically sent to targeted custodians, simplifying administration.

Custodian Portal: Custodians have access to legal hold summaries that detail their active, pending, and released holds in a single view, enabling custodians to easily see all their legal obligations in one place.

Custodian Survey: Surveys containing single-choice, multiple-choice, or free form text questions can be created and issued to key custodians so users can easily capture information critical to a case. Surveys can also be saved as templates to the Notice Library and reused.



Custodian Survey: Easily create custodian surveys to quickly discover information about a case

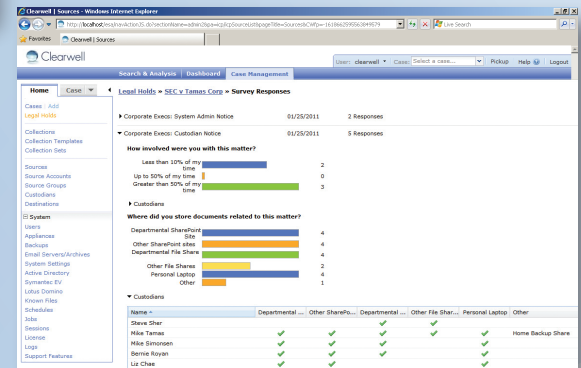
Survey Response Report: Survey responses are automatically captured and immediately available for analysis both in a summarized format and by individual custodian via easy-to-read charts and graphs.

Active Directory Integration: Custodians can be dynamically populated in Clearwell from Microsoft Active Directory®. Employees purged from Active Directory are still retained in Clearwell, ensuring a defensible record of all legal hold activity.

Custodian Audit Report: Every legal hold action, such as hold notice, response, confirmation, escalation, and release, is tracked and available via an exportable report, creating a complete and detailed audit trail.

Distributed, Access-based Architecture: Legal hold responses can be routed to a separate server that provides access to all custodians, while the primary Clearwell server can be separately secured and protected for access by only designated legal and IT users.

Seamless Integration within the Clearwell E-Discovery Platform: The Clearwell Legal Hold Module is seamlessly integrated within the Clearwell E-Discovery Platform, providing all the tools required to create a defensible e-discovery process. Users can issue legal holds, and then collect, process, analyze, and review case data all within the same application.



Survey Response Report: Immediately analyze custodian information in a summarized format by individual custodian



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