

## Litigation Management Systems and Controls

### Challenges Facing Organizations

Amendments to the criminal, civil and evidence laws in recent years have made electronically stored information (ESI) a regular feature of investigations, litigation and regulatory matters. To mitigate risk associated with ESI, the office of general counsel is assuming more operational responsibilities than ever before.

According to our 2009 Law Department Strategic Planning Survey, the vast majority of law departments has increased overall involvement in litigation management and is looking to in-source more litigation-related processes. In 2008, only 27% of the chief legal officers polled said their organizations had auditable standards for electronic discovery, and that figure jumped to 47% in 2009. Though general counsel must ensure the preservation of all forms of information needed for legal purposes, with tight budgets and headcount restrictions, how can organizations manage these risks when the amount of ESI generated and stored continues to increase dramatically every year?

### How we can help

Lexakos has programs tailored specifically to reduce risk while reducing costs and improving the general management of information. Our multi-disciplinary team gained its valuable experience from implementing litigation systems and controls as executives in major corporations, enabling Lexakos to help you address information management risks without losing sight of pressing business needs.

Our legal, compliance and technology team uses best practices to provide tested, meaningful and lasting results for clients. Companies leverage our seasoning and experience to complete a top-line review and gaps analysis in the following key areas:

- < Litigation management systems and processes
- < Records and information management policies
- < Retention schedules based on legal *and* business needs
- < Information privacy and security programs
- < Hold management procedures
- < Product neutral technology selection analysis
- < Data mapping, including physical and logical data/record locations
- < Backup tape rotation policies and inventory management
- < Defensible and effective training and awareness programs
- < Customized management dashboards for analyzing metrics

### The Benefits

Law department clients have realized internal spend reductions up to 60%, along with immediately improved controls over active legal matters, defensible discovery preservation and production protocols, increased visibility and proactive influence over external counsel spending, and centralized tracking through a comprehensive litigation management framework and database. In bringing order to the chaos, Lexakos gives law departments the tools to reduce costs, mitigate risk and improve performance.