



# e-Discovery

Forensic Services



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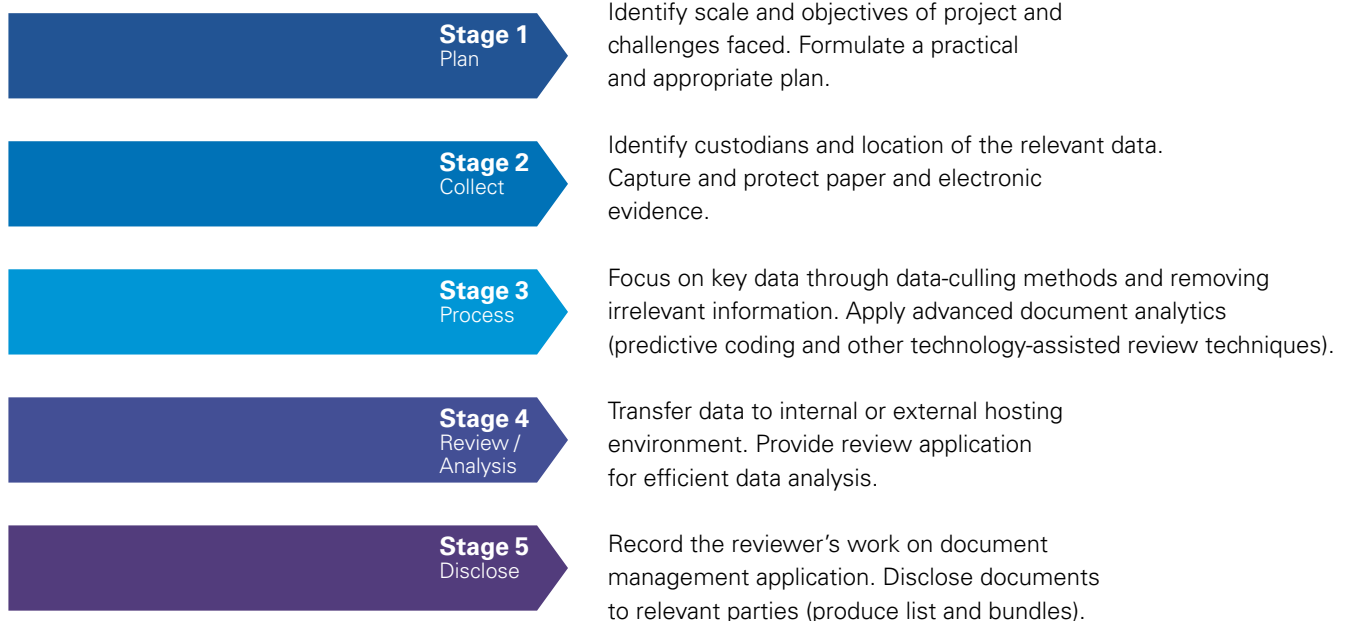
# e-Discovery

You or your client are involved in a dispute, investigation, regulatory or internal review. You need to review evidence and may need to disclose material to an opponent, investigator or regulator. There is potentially a huge amount of evidence in e-mails, chats or other electronic documents on laptops, e-mail servers, back up tapes and databases. KPMG Forensic can help you to navigate the maze of information and focus quickly and cost-effectively on the most relevant material.


The volume of data generated by business operations is enormous, is enormous and it is mainly driven by the proliferation of e-mail and other electronic business systems. When these systems become subject of a dispute, regulatory or internal investigation, preserving, processing and producing this data can present a significant challenge. Our e-Discovery methodology, of which our Forensic Data Centre (FDC) and our CYBERLAB® (Forensic and Security Lab) is a key component, has been designed to support the capture, processing and review of electronic and paper evidence irrespective of volume. Experience has shown that this can help to increase the efficiency and effectiveness of this process.

We can help you to  
capture, process and review  
large volumes of critical  
material in multiple formats  
and locations.

## Our typical e-Discovery management methodology follows five stages:







We can help you to capture, process and review large volumes of data in different formats and multiple locations.

## Our e-Discovery management methodology

### Stage 1 – Plan

- Identify scale and objectives of project and challenges faced
- Formulate practical and proportionate plan

### Stage 2 – Collect

- Identify custodians and location of their data
- Capture and protect paper and electronic evidence

### Stage 3 – Process

- Focus on key data by de-duplication and discarding obviously irrelevant material
- Apply advanced document analytics (date, keyword searching)

## Project management, coordination and control

### Key characteristics of our service

- **Project management:** experienced project management to help throughout the process.
- **Security:** multiple layers of security and a high level of encryption means that access can be rigorously controlled.
- **Accessibility:** the data can be accessed at any time, by any number of users, from any location, using any computer with Internet access.
- **Advanced tools:** data can be reviewed using state of the art software such as Relativity®, Clearwell™, Nuix™ etc. and sophisticated document analytics technology like Brainspace™.
- **Subject-matter experts:** our inhouse reviewers have the relevant industry experience to digest the technical jargon and efficiently find relevant documents.
- **Searchability:** rapid key-word searching which can help to identify relevant documents, and also assist with any necessary redaction.
- **Scaleable solutions:** there is no practical limit to the volume of data we can manage.
- **Tailored workflow:** our methodology and applications allow structured review processes such as categorisation of documents according to relevance, privilege status or topic.
- **Audit trail:** full audit trail and chain of custody sufficient to meet standards of proof in criminal courts.
- **Collaboration:** project teams can share new discoveries and ideas through annotations and circulation of documents.
- **Flexibility:** we can tailor our approach according to the size and specific needs of the project.



“We can tailor our approach according to the size and specific needs of the project.”

#### Stage 4 – **Review/Analysis**

- Transfer data to internal/external hosting environment
- Provide review application

#### Stage 5 – **Disclose**

- Record the reviewer’s work on document management application
- Disclose documents to relevant parties (produce list and bundles)

### Ongoing feedback and liaison

#### Document analytics – Let the data speak

- Once the data has been filtered for relevance, it may still be too large to be reviewed effectively.
- Concept mapping applications and predictive coding techniques such as Relativity®, NUIX™, Clearwell™ and other EDM tools help to focus on relevant material quickly by searching documents for specific nouns or concepts.
- As demands can change, the tools are flexible enough to enable the reviewer to focus on emerging issues of interest.
- They can also map social networks to identify which individuals have been corresponding with each other, and on what issues.
- With the power to process and categorise thousands of documents very swiftly, these tools represent the future of document review.

## Our Solutions

#### On Premise

Many investigative, litigation and dispute matters require data or other electronically stored information (ESI) to remain under full control of the client’s premises. Our mobile e-Discovery solutions are scalable and designed to support your team onsite using industry-leading technology.

#### KPMG’s secured data room in Zurich

We have a dedicated data room which can be booked for investigative, litigation and dispute matters. All e-Discovery data will be hosted in our highly secured CYBERLAB®. You don’t have to care about how to convert your meeting rooms into secure investigation areas and your investigation. Your investigation can take place in a neutral environment.

#### “e-Discovery” -Hosting

We are able to host all your e-Discovery data centrally in our secured and Swiss based forensic data center. Only authorized individuals will be able to securely access their case data by using state-of-the-art security technologies (like RSA-token). Your benefit: You can easily access your case from your office desk over the Internet using the Internet Explorer.

## Global evidence collection

We were engaged by a large multinational corporation in relation to proceedings overseas valued in hundreds of millions of US dollars. The client was required to collect and review electronic evidence located around the globe, and to disclose relevant documents to its opponents. Working closely with the client and its lawyers, we devised and executed a detailed project plan to collect data in

17 countries taking into account data privacy limitations in individual jurisdictions. This involved collecting and processing data from over 300 individuals amounting to in excess of 25 terabytes of data (about 1.5 billion pages). This project involved over 100 forensic technology and other professionals, led by the UK firm working alongside KPMG's global network.

## Dealing with foreign character sets

We were instructed by a leading law firm in relation to a cross-border dispute valued in millions of US dollars. We were asked to host data and provide an application to enable reviewers around the world to review and search many millions of pages of data, the majority of which was in non-Latin character sets, a potentially significant problem.

To meet these requirements, we recommended the use of Attenex™ to provide concept mapping and advanced language capabilities. This allowed the legal teams to search and review the documents in non-Latin character sets in a much faster, more focused and cost-effective way than they would otherwise have been able to.

## Post-administration investigation

As part of an investigation into the administration of a European group of companies, evidence was captured from 35 PC's, 100 back up tapes (including e-mail servers) and over 30,000 lever arch files. Through intelligent searching and filtering, 400,000 relevant documents were identified. The investigation team – 50 people based in several law firms and KPMG offices across a number of locations –

used an online review application to access, search, filter and analyse the data. Important documents were identified and used to support reports, interviews and settlement discussions. This helped to speed up the investigation process and enabled the team to access data concurrently without needing to distribute huge volumes of paper.

## Our e-Discovery service includes:

- Project management of the engagement from project planning through to document production.
- Recovery and analysis of electronic evidence.
- Intelligent data processing including the elimination of duplication and the extraction of meta data ("hidden" data underlying electronic documents).
- Concept mapping applications to help improve the efficiency of the review.
- Web-based review facilities available across multiple jurisdictions for identification and review of key documents.
- In-house, subject-matter expert reviewers experienced in several industries (banking, pharmaceuticals, insurance).





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