



E-Doc Management Solutions

Morgan Stanley got a \$1.4 billion lesson in the importance of a good electronic records system. Don't wait for the next lawsuit to test yours. A poor electronic records system is the ultimate self-inflicted wound.



**RIDDELL
WILLIAMS P.S.**

Today's number one litigation risk is ineffective management of electronic documents. Sophisticated litigators routinely employ e-discovery consultants to pick apart opposing parties' electronic records management systems and practices. Are your company's systems and practices ready to be battle tested? Why not review them today when there is still time to correct any problems?

Riddell Williams can help you establish e-document processes that are easy to implement, flexible and cost effective. We use a risk-based approach that uniquely combines a litigator's eye for vulnerability, an in-house counsel's awareness of practical and budgetary constraints, and the technological sophistication to deliver workable e-record solutions.

Choose the right e-record approach for your company from our menu of services:



TUNING UP YOUR LITIGATION HOLD PROCESS:

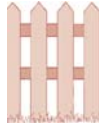
Failing to effectively halt the routine destruction of email and other e-documents can have bet-the-company consequences. New federal court rules create a safe harbor for parties who do litigation holds right. Our litigators will help you create an effective process or evaluate and improve your current process. Then we will help you train key in-house personnel to effectively implement it at the appropriate time and in the appropriate way.



ASSESSING YOUR E-DOC RETENTION PRACTICES:

Document management plans labor in the shadows until the deposition day for the corporate records custodian. Then the lowly document plan becomes a high profile roadmap to key case documents and, potentially, spoliation arguments that can easily overwhelm the merits of the defense. Let our litigators evaluate your document retention plan before it goes under the microscope, talk to your key records personnel and provide an assessment of whether the plan is effectively controlling your e-documents, while there is still time to make improvements.

CONTROLLING YOUR EMAIL:



Email is the low-hanging fruit of 21st century litigation. It is easy to create and distribute, the contents are often juicy and it tends to hang on the tree forever. Well-crafted, workable email practices can significantly reduce both your corporate risk and the expense of producing email when litigation does occur. We will help you develop these tools and a training program to apply them.

CLEANING OUT THE CORNERS:



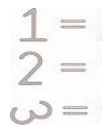
Archaic backup tapes from legacy systems, unused hard drives and servers, and other electronic hiding places pose not only challenges for locating records, but extraordinary expense in resurrecting the information. Let us walk you through an audit process for identifying and eliminating such dusty digital corners before they become discovery targets in future litigation.

SERVER BIOPSIES:



Working with a technical consultant, we can sample your systems and provide you with an initial assessment of e-documents and how key departments or employees manage, share and maintain records. From that assessment we can offer initial advice on improvements. You can then evaluate whether more work needs to be done.

COMPREHENSIVE ANALYSIS AND SOLUTIONS:



Many companies will want to explore broader solutions than the bite-size offerings above. We offer a three-step package that identifies problem practices in key risk areas, develops practical solutions and helps you implement them.

RIDDELL WILLIAMS E-DOCS TEAM



DAVID BRENNER

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David heads the Insurance Coverage and Risk Management practice at Riddell Williams. Over the past 25 years, he has litigated numerous complex suits in the areas of insurance, antitrust, securities and corporate law. David co-chaired the King County Bar's program on e-discovery in May 2006.



TIM HOGAN

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Before joining Riddell Williams, Tim worked for over 25 years as chief in-house counsel, and as a corporate officer with responsibility for information technology and corporate governance. Tim regularly helps clients in addressing risks, including review of e-record practices and in developing solutions.



BLAKE MARKS-DIAS

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Blake is a member of the firm's Litigation group. He has litigated a wide range of corporate law claims, and frequently lectures on issues related to e-discovery and document management. Blake has completed Kroll Ontrack's "e-discovery certification" training.



KATHY HIPPLE

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For the past 17 years, Kathy has concentrated her work as a litigation paralegal on the management of complex lawsuits. Kathy is a certificate holder in e-discovery management from Kroll Ontrack.



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