

# Electronically Stored Data (ESI) Processing

With ever-increasing volume of Electronically Stored Information (ESI), the cost and turn-around time for processing the same is a growing concern for all of our clients.

GLOBAL has a unique way of processing ESI at an extremely competitive rate, with better quality checks and quicker turn around time, by utilizing GLOBAL resources and without sending the data offshore.

GLOBAL has On-Shore Project Managers to interact with our clients and coordinate the process with our off shore team. The data resides on servers located in the US.

GLOBAL also offers the ability to setup its own processing unit at the client site itself, thereby ensuring that the data does not even leave your own office. This arrangement allows you to perform processing in-house with 24x7 resources (System Administrator, LAW Processing & QC Team and Programmers) at your disposal on a pay-per-use basis.

Global has the expertise to process large volume of ESI for either NATIVE or TIFF Review.

## **GLOBAL ESI Processing includes:**

- Processing for Native Review

- Extensive culling De-duplication, Keyword searching, Date Range & File Type filtering

- Processing for TIFF Review

- Endorsing

- Production after Review

GLOBAL employs extra resources and time to extract as much information as possible from the data. After loading the data into the system, we try to identify source applications for as many documents as possible by trying it out in all possible applications; researching on the internet to find most suitable application, breaking passwords wherever possible, etc.

GLOBAL provides exception specific slip-sheets, in addition to the exception report for unproduced documents.

GLOBAL allocates a dedicated QC team to look at all pages after Tiffing, particularly for EXCEL sheets and color documents for presentable output.

GLOBAL specializes in manual formatting of EXCEL sheets and has a team to handle large volumes of EXCEL formatting requirements.

GLOBAL has Litigation Support specialists who understand your requirements and SQL DBA & Programmers on staff to develop tools required to match client specific deliverables, even after the processing is done.

Besides standard Metadata-Text-Native-Image deliverables, GLOBAL offers a number of Pre-Processing reports that gives you insight into the document population and enabling an early assessment of the case.

*These reports include:*

- List of Author, List of Recipient/CC/BCC, Chronological Distribution of Documents, List of Dot-Com addresses in E-Mails, Individual Key-Term Hit Report and Summary by File Extension.

- | Large Capacity**

- | Domestic Processing**

- | Extensive Quality Checks**

- | Manual EXCEL Formatting**

- | Data Analysis**

- | 24 x 7 Operation**

