ZELLE LLP

Our Services

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Zelle has invested in people, processes and technology to offer cost-effective solutions and alternatives to outside eDiscovery vendors. Our Legal Technology Group (LTG) personnel has advanced training in eDiscovery rules, technology and processes designed to efficiently manage and search huge volumes of data.

Processing

- ESI processing workflows are designed to maintain defensibility, avoid spoliation, protect against loss or alteration, and track chain of custody
- Extract text from native files, including metadata, in English and most foreign languages
- Identify and remove duplicate files (a/k/a Deduplicate)
- Remove system and application files (a/k/a De-NIST)

Analysis

- Filter ESI by various metadata fields, including dates, names, email addresses, etc.
- Cluster similar documents to include or exclude in bulk for subsequent review
- Identify near-duplicates for subsequent review
- Run concept searches to locate documents based on semantic themes
- Create batches of similar, likely relevant documents for improved review speed

Review

- Web-based, state of the art review platform that can be accessed from anywhere in the world using the same web data transfer security protocols used by most major financial institutions, and is scalable for reviews of nearly any size

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- Review native documents, TIFF images, extracted text and metadata in unified platform
- Implement advanced coding options and workflows
- Foreign language text compatible, including Chinese, Japanese, Korean, German, Cyrillic, Hebrew, Arabic, and more
- Create and check-out/in batch review sets for managing large scale document reviews

Production

- Produce natives, TIFFs and load files with metadata as required.
- Apply multiple redactions and highlighting to documents for different productions
- Bates stamp and endorse documents as required

Presentation

- Producing witness and deposition binders
- Transcript management
- Electronic linking of transcripts and exhibits
- Developing fact outlines and tracking of potential exhibits and the cast of characters (parties, custodians, deponents, witnesses)
- Manual and auto-creation of digital timelines