

Ricoh Legal

eDiscovery Solutions

Discover the Advantage





In the past, law firms and legal departments drowned in paper. As business is increasingly conducted electronically, legal organizations now face another challenge: a sea of electronic communications, reports and other information that must be gathered, reviewed and protected as part of the eDiscovery process.

Ricoh Legal: eDiscovery Solutions

How is your law firm or legal department managing massive volumes of electronically stored information (ESI)? How are you organizing it so that lawyers can quickly cull the data and identify relevant pieces of information? And how are you doing it all with appropriate speed — and at an appropriate cost?

Technology Created the Problem. Technology Alone Won't Solve It.

As your organization addresses eDiscovery challenges and goals, it may be tempting to focus on tools and technologies. And yet, experience shows that technology alone cannot guarantee that legal teams will succeed in identifying critical documents quickly and efficiently. Without a sound strategy and proper support, teams are unlikely to make the best possible use of the tools.

Even so, many eDiscovery service providers tout the features and functionality of their technology. At Ricoh, our proven approach to eDiscovery balances the benefits of the latest technology with our people and processes, supporting the Electronic Discovery Reference Model by identifying critical information quickly and efficiently.

When you work with us, you leverage the economies of scale that come with our national reach. But you also benefit from our local presence — including dedicated eDiscovery Project Managers across the country. We have strategically located these professionals to be closer to our clients. You also gain from our proven service methodology, our decades of project management experience and our commitment to being highly flexible and responsive in serving our legal clients.

Above all, we start by listening carefully to your specific challenges, goals and requirements. With that insight, we tailor an eDiscovery solution that includes not only best-in-class technology, but also the expertise, discipline and flexibility to help you manage the workflow and maximize the functionality of the software. Ultimately, we empower you to work more quickly, more effectively and more cost-efficiently.

As we tailor an eDiscovery solution for your organization, we leverage the experience and innovation of Ricoh in these key areas:

- **Forensics.** Ricoh also offers a suite of industry-leading Forensic Solutions for a variety of civil and criminal disputes, as well as corporate/employee investigations. Whether through remote collection with our patent-pending Remlox tool or a team of on-site professionals, Ricoh provides an efficient way to collect and reduce data that is forensically sound and supports a defensible process with document chain of custody.
- **Early Case/Data Assessment.** After data is collected, Ricoh offers multiple ways to get an early look at the data and reduce the data set through advanced search, clustering, and analytics along with a variety of reporting options. Whether onsite through Ricoh Electronic Discovery Insight (REDI), our behind-the-firewall Early Data Analysis tool, or offsite via our ECA Portal, Ricoh has a solution that allows you to take control and reduce your data set before moving to the review platform. We also offer a team of forensic experts that can provide you with searching expertise and data analysis.
- **Processing & Production.** With multiple locations across the country, Ricoh can process your ESI and create load-ready files for use in our review platforms, your in-house review platform, native productions or image productions. No project is too big or too small.
- **Hosting and Predictive Coding.** Supported by our data center, Ricoh's scalable hosting and review platforms help legal teams cull, search and review documents. We offer industry-leading review applications – Relativity and Catalyst.
- **Managed Review.** Ricoh offers contract attorneys in multiple dedicated review centers across the United States and London as part of its complete eDiscovery workflow model. Key components of the offering include a single point of support from data capture through production; secure review locations which include all necessary equipment, software training, secure access to the data center, screening and selection of contract attorneys, highly experienced review managers and staff oversight; and an experienced Relativity and Catalyst premium partner. Ricoh blends the just-in-time attorney staffing with its data center offering to provide expert consulting on how to best utilize the features within Relativity or Catalyst to improve your managed review experience.

Ricoh Electronic Discovery Insight

The REDI service gives customers all the power of permanently installed eDiscovery analysis tools without the capital investment, delays and proprietary lock-ins. REDI offers corporate legal departments a way to combine highly intuitive data culling, a simple user interface, an innovative cost calculator, and an affordable, behind-the-firewall method of controlling costs. Employing technology used in some of the most demanding ESI settings, REDI rivals the affordability of tools with a fraction of the power. And unlike software-as-a-service processing tools, REDI helps keep customer data safe and secure behind the company firewall.

Ricoh Electronic Discovery Insight is a unique combination of simplicity and power providing a simple yet innovative way to make information work for you.

Complementary Capabilities

In addition to our eDiscovery solutions, Ricoh's legal solutions portfolio features **Practice Support, Office Administration** and **Information Technology** services, including:

- Imaging
- Coding
- Facilities management, including copy, mail and reception
- Records management
- Fleet management
- On-site service metrics
- Records storage and retrieval
- Matter management
- Multifunction devices
- Workflow consulting
- Billing and cost recovery
- Disaster recovery



Our Approach. Our Solutions.

IN THEIR WORDS

Arguably the best evidence of Ricoh's strengths comes from our clients — the organizations that have benefitted from the depth, breadth and quality of our capabilities:

"Ricoh has the industry's largest network of processing centers, and they have the proven knowledge, experience, and end-to-end customized solutions the legal community needs for every aspect of complex litigation requests and document management challenges that may arise."
— Gunster, Yoakley & Stewart, PA

"Ricoh's geographic breadth and technical depth are huge assets for our clients. Their ability to deliver these resources through project managers who know and care about our business make Ricoh a key business partner."
— Nelson Mullins Riley & Scarborough, LLP

Ricoh believes that the key to transforming the way companies work starts with harnessing the collective imagination of people. This idea, paired with our award-winning technology and services, is how we are breathing new life into established forms of knowledge sharing — helping companies to move beyond paper and beyond the office so they can collaborate like never before. Services-led, technology-enabled and people-driven, Ricoh is committed to helping companies leverage the powerful information and knowledge that already exists throughout their organizations — often untamed, untapped and buried — to create the future they want.

Engage the eDiscovery Experts

When you're ready to explore a smart, seamless approach to eDiscovery, visit www.ricoh-usa.com/legal. We welcome the opportunity to learn more about your organization — and to identify ways to support your goals around efficiency, security and performance.

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www.ricoh-usa.com