01. EARLY CASE ASSESSMENT

Early Case Assessment (ECA) is the process of estimating the amount of risk and cost involved in pursuing a legal matter by exploring data early in the discovery process and using defensible methods to reduce data volume – also called culling – for an efficient review process.

The Axcelerate Ingestion application is where data is loaded, stored and ultimately published to an Axcelerate Review & Analysis application. You can opt to publish all data or you can conduct ECA and reduce the amount of data that is published.

This document will help you navigate the Axcelerate Ingestion application, apply searches and filters to locate specific data sets, and then add those data sets to an Ingestion matter for publish to Axcelerate Review & Analysis.

02. DATA EXPLORATION

Log into the Ingestion application and navigate to the Explore tab, where you can preview the entire universe of documents. The Explore tab is also where searches and filters can be applied.

The Explore tab is comprised of the following main areas:

Document Result List

The Document Result List on the middle right of the screen lists individual documents in a table view and each row represents one document. The document count at the bottom right of the pane represents all documents in the repository, if no search or filter parameters have been applied. The active document is highlighted in dark gray.

To navigate between documents use your mouse to click on the document you wish to review. To move to the next page of the list, click the page arrow at the bottom of the pane.

Document Preview

The Document Preview at the bottom of the screen displays an HTML, or text-based, preview of the document active in the list.

The top of the HTML preview displays the document's metadata - such as the Date Sent or Author - that is extracted from the document during ingestion.

The document's text displays below the gray line under the metadata. If the text is long, look for an indicator at the bottom of the pane and use the arrow button to navigate to the next page of the document's text.

The Document Preview also shows a list of family members at the top of the pane, if the active document has any.

To search the text and metadata within a document, enter a search term or phrase in the search box at the top of the Document Preview pane and click Highlight.
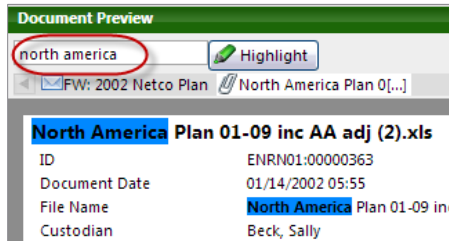
Quick Search Bar and Family Icons

The Quick Search Bar is located above the Document Result List and is used to search the entire body of displayed results.

To quickly search the data, delete the asterisk placeholder from the Quick Search text box, enter a search term or phrase, and then click the Search button or hit Enter on your keyboard to execute the search. A quick search runs against both text and metadata by default. The Document Result List updates to display only those documents responsive to the search.

To add family members to the search results in the Document Result List, click the Include Family button.

To sort results by family, click the Family Sort button.

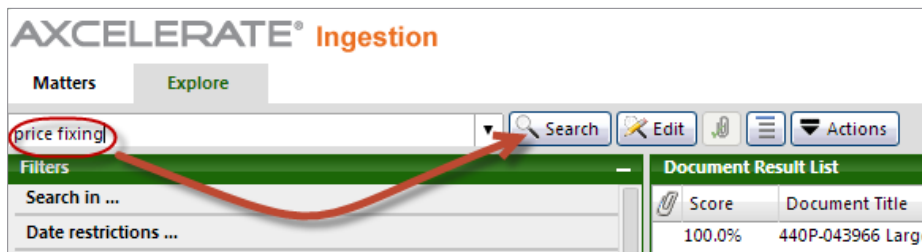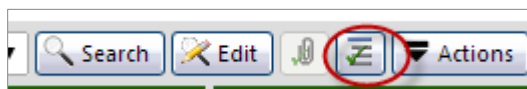The applied search displays in the Search Parameters pane. Click the red X to clear the search.

The Search Bar also contains an Edit button, used to open the Search Query Editor (SQE), a valuable ECA and data culling tool that is discussed in more detail below.

Filters Pane

The Filters pane, located to the left of the Document Result List, contains Smart Filters that can be used to refine the results, allowing you to review documents based on the certain attributes.
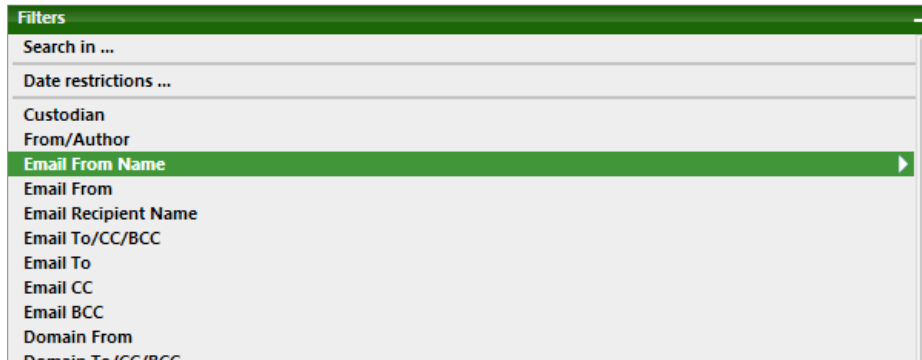

Smart Filters are populated by the ingested data's metadata and Recommind-populated field content. Open any Smart Filter and the top ten values of that filter display in descending document count order. Use the See More button to display the top 100 values. Any Value and No Value options allow you to search for documents populated or not populated for a particular field.
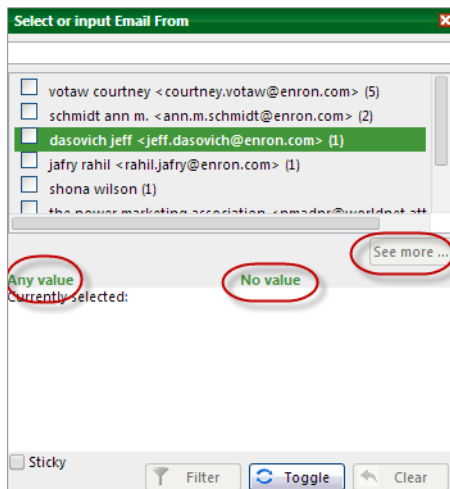
Input text in the type-ahead text box at the top of the pane to jump to a specific value.
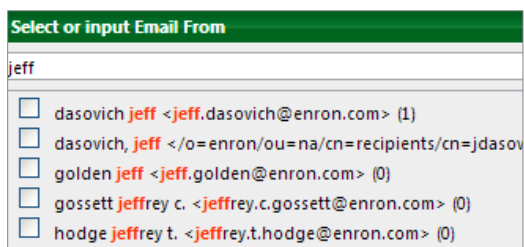
The bottom left of the Smart Filter pane contains a Sticky option that can be used to lock the filter, a necessary step if you plan to run additional searches against the filtered results.
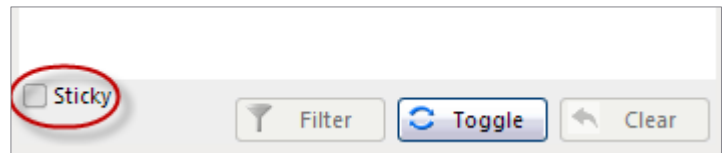
Click the Filter button to apply the filter.
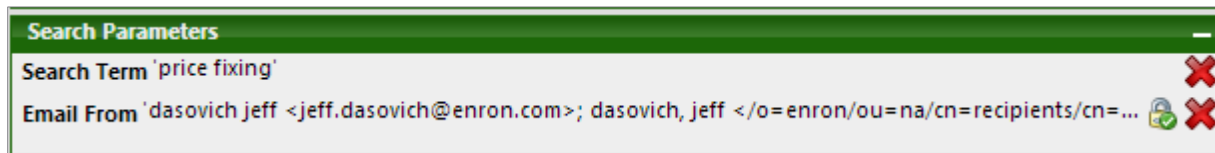
The applied Smart Filter displays in the Search Parameters pane. The lock icon indicates the filter is sticky. If you run another search against the filtered set, the sticky filter remains.

To clear a filter, click the red X.

At the top of the Filters pane is also a Search In option. Search In allows you to search within the results of a filtered data set. The terms are entered in the text box. Selecting "Search In Search" runs the search as if you had entered the terms in the Quick Search box, that is, the terms are run across all text and metadata. Optionally, you can select specific fields to search.

Search In can be layered on a Quick Search or together with other filters. It can also be used on its own. Note that Search In is applied in the same manner as other filters and it also contains a Sticky box that can be used to lock the filter, which is necessary if you apply the Search In filter first and then decide to also run a Quick Search.
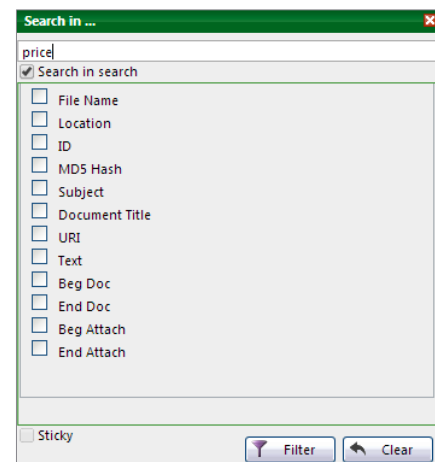
NOTE: The order of operation for Quick Search and Filters is important. You must either run the Quick Search first and then apply filters, or apply the filters first and make them sticky. If you apply filters before running a Quick Search and do not make the filters sticky, running the Quick Search removes the filters. The same holds true if you run a Quick Search, apply a filter, and then modify the Quick Search; if the filter was not sticky, it is removed when the Quick Search is updated and rerun.

Search Parameters

The Search Parameters pane displays the applied criteria in the order of application. Clear individual filters using the red X.
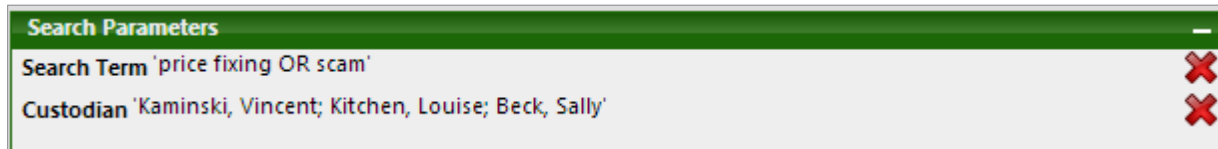

03. COMMON DATA CULLING METHODS

Additional common data culling methods are discussed below:

Key Word Search Terms

Sometimes a list of key word search terms is used to locate and assess potentially relevant documents. When starting with such a list, the SQE can be used to build the search. The SQE also generates document counts for each search query before the search is even run.

Click the Edit button on the Search Bar to open the SQE.
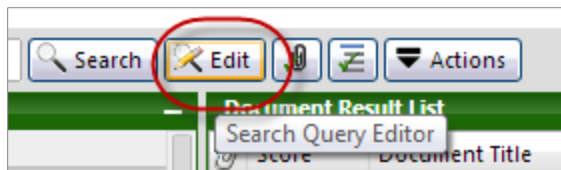
The SQE provides two views: the Count View, which is the default, and the Text View.

Count View can be used to manually input search terms if the list of terms is short. Remember to delete the placeholder asterisk before inputting the search term. Use the Add Line button to add additional blank lines and input more search terms. OR operators are added automatically between each line. AND operators must be entered within a row.
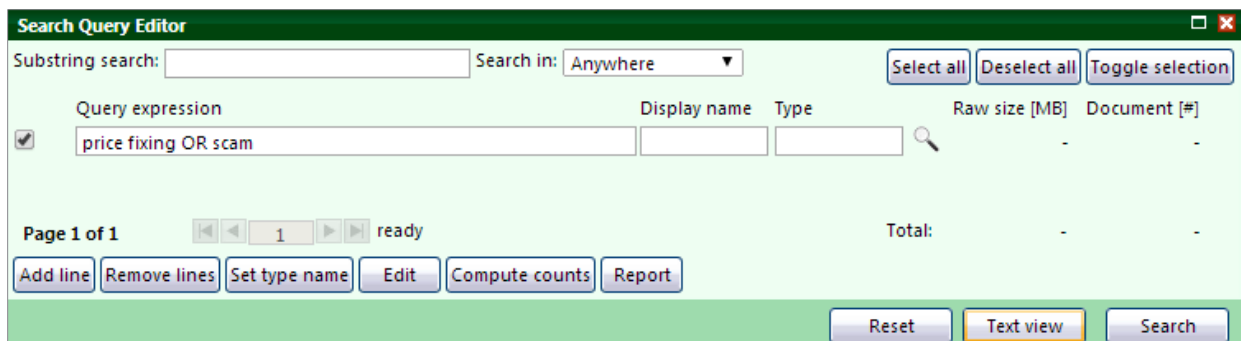
Text View can be used to copy in a list of terms from a text document if the list is long. Click the Text View button and then copy and paste a list of queries in from an external source.

After pasting in the search term list, switch back to Count View. Each line break inputted in Text View is interpreted as an OR operator.

In the Count View, click the Compute Counts button to see how many documents are responsive to each search query.

Click the Search button to execute the search.

The search results return and you can examine the documents using the Document Result List and the Document Preview. If needed, modify the search by reopening the SQE and making the appropriate adjustments and then executing the search again.

When the desired results are returned, you can either click the Add Search to Matter button, or layer on filters to cull the data set further. Adding a date restriction is common.

Date Restriction

To apply a date restriction, click Date Restrictions at the top of the Filters pane.

Specify the From and To date range by manually inputting the date or using the date picker calendar. Select the date field you wish to filter against. Document Date is recommended as it is a combined date field that searches on Date Sent for email and Date Last Modified for loose files.

Click Filter to apply the date restriction.

If you layered a date restriction over terms entered in the SQE, the Document Result List now displays only those documents that hit on the key word searches that are also within the designated date range.

Domain

Domain is another common filter added to key terms to remove junk domains that add unnecessary bulk to the review population. Domains are the main part of an email address - examples of junk domains that might be unnecessary for document review are @disneyworld.com or @amazon.com.

Use the Domain From filter to exclude unneeded domains. Locate the junk domains in the Smart Filter pane, and select them. Then click the Toggle button to reverse the selection and create a NOT filter that will return everything except documents from the selected domains.

Click the Filter button.

If you layered the domain restriction on the key word searches and the date restriction, the Document Result List now displays only those documents that hit on the key word searches that are also within the designated date range and which do not include the restricted domain.

| Search Parameters	
Search Term	'price fixing OR (scam) OR (cash) OR (money) OR (investigation*) OR (arrest) OR (scared) OR (disappear) OR (missing) OR (jail) OR ("Federal Bureau of Investigation") OR (FBI)'
Document Date	'01/01/2000-12/31/2002'
Domain From	'NOT (amazon.com)'

04. ADD DOCUMENTS TO A MATTER

An Ingestion matter is a staging area that is created to hold search results that you may want to publish to an Axcelerate Review & Analysis application. As you run searches or apply filters, you can add results to this staging area as you go. Adding documents to a matter equates to creating a saved search.

Once you have verified the search results that are to be published, add them to the matter.

1. Click the Add Search to Matter button, located above the Document Result List on the right-side of the screen.
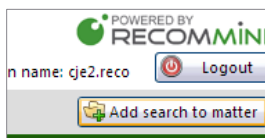
2. In the Add Saved Search Wizard, select the Matter name from the drop-down list and click Next.
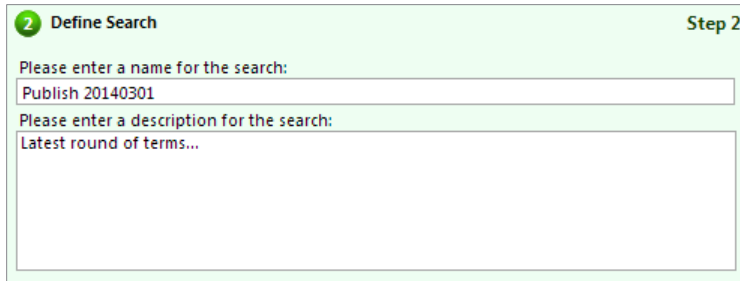
3. Enter a name and optional description for the search and click Next. Remember, descriptive names are breadcrumbs to help you and other team members later recall the culling steps taken.

4. Next, define the search options:

    A "yes" value for "Add newly crawled documents automatically to search" will automatically add any newly ingested documents that meet the same search and filter criteria to the matter. A "no" value means you will need to reapply the search later if you wish to add newly ingested documents to the matter. Selecting "No" is best practice if you want more control over the process, to ensure only data you intend to publish is added to the Review & Analysis application.

    Search Type should typically be set to "Active" when adding documents to the matter. If the saved set is designated Inactive, it must be activated via the Matters tab at a later time to be used. Click Next.

5. The next step asks you to confirm whether you want to copy natives that have not yet been copied in the collection storage. This box should be left unchecked, as it relates to special document crawler settings that are typically not needed. Click Next to proceed.

6. Click Next and confirm the settings. Notice the document counts. Family members of the documents meeting your search and filter criteria are automatically added to the matter. This is an important point because the document count in the matter is not likely to match your search results document count due to the added family members.
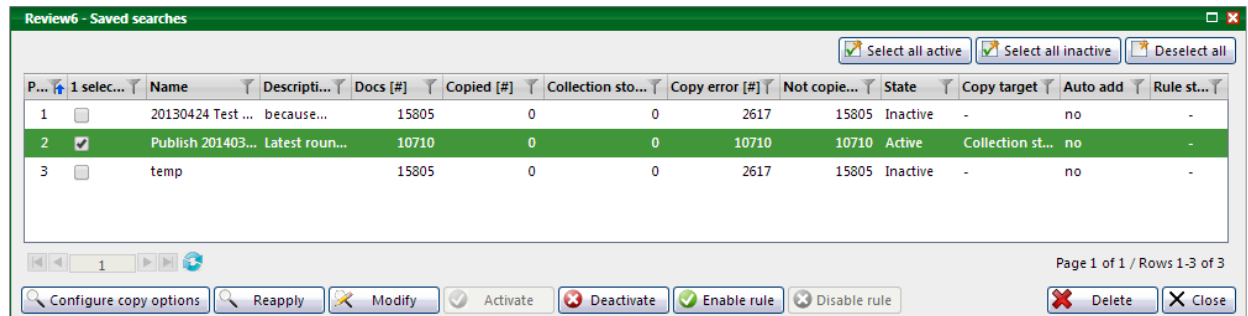

7. Click Finish and you are moved to the Matters tab. Your Matter is selected and various counts and other information for the whole matter are provided. Click the blue refresh icon at the bottom of the screen to see the copy result – depending on the volume of the search, it may take a few minutes for the new data set to be fully added to the Matter.

To view the individual saved searches within a matter, select the target matter, then click Saved Searches at the bottom of the Matters page.
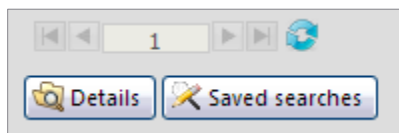
The Saved Searches view provides additional counts and details about each saved search. Click on a saved search to enable other options, such as Deactivate (downgrade a search you no longer want to use) and Activate (enable searches previously marked Inactive for use).

Once a saved set is ready for publish to an Axcelerate Review & Analysis application, provide the name of the target saved set and the total document count to your project administrator.