

How *Overtone FirstCall™* works for you



Advisory services that reduce legal duties for IT

Litigation life cycle support, electronic file processing and expert testimony

Multi party review or in house litigation tools; Branding, printing and exports



First Call™ provides your organization with the first step to a legal technology

framework; initiated by a phone-call from you or your legal technologists. *First Call™* before you or anyone on your team enters too hastily into data collection, our experience saves you money.

Overtone First Call™, *powered by Aaxis Technologies*, relieves your team of making a costly first move when data discovery requests appear. Whether it is consequential or not, many subpoenas are arbitrarily requested. We will help you choose the best parameters for a broad approach, as well as handle the minute details of your project. We're prepared to shoulder the job and related risks of data evaluation and project planning, while you focus on your overall legal strategy. We'll work to ensure that the data discovery element of your case meshes with your strategy and supports your desired outcome. That's our job and our promise.



Overtone uses a phased approach with industry leading integrated project management (IPM) to deliver key outputs and effective review cycles. We help you get the facts!

Compelling Event fact gathering with *Overtone First Call™*

- **Evaluate** scope of discovery request.
- **Review** collections of responsive data within Overtone Archive Systems and supplement as needed.
- **Determine** best practices for data protection within the collection
- **Create** a project plan taking into account compelling event dates and resources.
- **Estimate** next phases based upon what has been quantified to date.

Integrated Project Management for the legal discovery process

Integrated project management (IPM) is a critical factor in all litigation engagements. Managing our compelling event, timelines, resources and risks is simplified with our life cycle support; applied project management delivers success. The compelling events require our teams to share key components, such as **Forensic Acquisitions, Custodian Management, Expert Testimony and JobTraack**.

Forensic Acquisitions include data collection from Overtone Archive Systems, additional data collection from other systems or opposing counsel requests requires forensic experts to ensure the collection is accurate, timely and defensible.

Custodian Management ensures data for each custodian is managed and tracked. Maintaining *Chain of Custody* at each step of the discovery process ensures process; including repeatability and verification of results.

Expert Testimony requires courtroom experience; our team has a proven record in providing expert testimony to explain and defend our processes and deliverables. Reduce risk, by using *FirstCall™*, powered by Aaxis Technologies.

JobTraack™ mitigates risk by using a project life cycle. JobTraack™ system is to you 24 hours a day, 7 days a week. Use it for real time status and reports; including total data processed, data sources, corrupt or password protected files on every project. (*Contact sales for more details.*)

Litigation Review and Production

Litigation review by your teams is a critical phase in our success. Using Overtone *FirstCall™*, powered by Aaxis Technologies, your data can be presented in many formats; dependent on the matter. Review based on your needs; not based on products:

Data Export –any existing litigation support tool used today or custom specifications

Online Review – data is hosted in Oracle® iCONNECTnxt; offering global access and collaboration capabilities. (*Contact sales for more details*)

Production can begin after the review process is complete We offer a full range of production services to assist the legal teams in preparing to present their case, produce data for opposing counsel or archiving data for future use.

Data Augmentation allows us to brand images with Bates numbers, confidentiality notices or virtually any text that needs to be added to an image prior to printing or electronic delivery. In addition to meeting the needs of law firms and corporate counsel, we have extensive experience working with regulatory agencies at both the federal and state level to produce output to each of their specifications.

Digital Printing gives your team a variety of services to choose from when producing data to hard copy. Included are customized slip-sheets that contain meta-data, such as file path, email fields including a formatted spreadsheet for easier review; all with the option to store and print on-demand.

Matter (data) Archiving is provided in a secure system; on an as needed basis. Work peacefully knowing if you need to deliver additional evidence from a matter not previously requested, the data is easily accessible controlling costs and reducing delivery time.



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