

People
Communication
Technology

Make data discovery projects happen.

(877) 545-XACT
www.xactdatadiscovery.com



XACT DATA DISCOVERY
Because you need to know

Xact Data Discovery (XDD)

Discovery Services

Forensics

From collections to data imaging, security assessments and beyond, our forensic experts apply an investigative process to extract evidence that will stand up in court—so you don't have to.

Electronic Discovery

Electronic Discovery is the means to find, process, review, manage, and convert information into relevant knowledge.

Data Hosting & Review

As Electronic Discovery projects grow, so does the amount of data that needs a place to live. For short term access or long term archiving, you can expand your accessibility online from multiple locations.

XDD Contract Attorney Review

We have litigation specialists ready to review documents in line with our clients' objectives and their need for quality and cost-efficiency. Our specialists have the ability to compile responsive documents, create document summaries and logs, perform first- and second-level reviews, and conduct reviews for relevance, privilege and confidentiality, redaction and substantive analysis.

Data & Project Management

It's not just the data you discover, it's what you learn from it that matters. Data is just data—but knowledge is power.

Imaging/Coding

We produce accurate, timely and useful information that works in harmony with electronically discovered data. Our coding process provides accurate results from standard bibliographic services to the most complex, customized fields. XDD can process your original discovery materials into an electronic or paper deliverable, in the format of your choosing.

Paper Discovery

At XDD, discovery services come in two forms – paper and electronic. Since our inception in 1994, XDD has provided law firms, corporations and government agencies with paper discovery services.

Paper discovery is an integral part of the entire data discovery process. From copies, to blowbacks, to trial exhibit boards, XDD's paper discovery services encompass the same core principles that drive our company's success – communication, flexibility and quality.

Discovery Tools

XEDD (Xact Electronic Data Discovery)

Proprietary Processing Engine. The nucleus for technology and communication, XEDD [pronounced "ZED"] is engineered to maximize data processing—while minimizing the process itself.

Why Xact Data Discovery?

Communication

Communication is an art. Technology is a science. Our people bridge the gap between disciplines to make projects happen.

People

Nothing happens until someone communicates. Our team understands that we are an extension of your team rather than just a voice on the other end of a phone. Successful projects demand exceptional communication, and so do we.

Technology

Robust, scalable and state-of-the art— all of them are technology clichés. It's the people behind our advanced technologies that make it all work.

Flexibility

Square pegs don't fit into round holes. Our people, services and technologies are built to flex as your needs evolve.

Relationships

We take business partnerships seriously—built for the long term, based upon a foundation of honesty and trust from day one.

Investigate It

Forensic Services are an integral part of the overall data discovery process. XDD's Forensics Division provides service to law firms, corporations, and government agencies to help them investigate, gather, preserve, analyze, and convert electronic data into comprehensible evidence to maximize its value and use in court.

XDD's Forensics Division engages a streamlined forensic communication process throughout all project phases.

In addition to industry standard investigative techniques, XDD Forensic Services include the following disciplines, each crucial to the success of any case.

- Forensic Investigations
- Expert Testimony
- Network Audits
- Employment Dispute Investigation
- Electronic Security Assessments
- Link Analysis
- Exhibit Production
- Data Mapping
- Computer User Profiling
- Interviews
- Physical Security Assessments
- Fraud Investigation

Forensic Features

High-Level Certifications

XDD's forensic experts are certified by US Courts, and state governments requiring Private Investigator appointments and certifications.

Investigative Approach

XDD applies a complete "investigative" forensic approach versus only standard "clinical" electronic data analysis.

Extensive Experience

XDD forensic experts have amassed extensive experience working with both government and private company cases in the past several years.

High-Profile SEC Case Experience

XDD forensic experts have worked on multiple high-profile SEC engagements in the past 10+ years.

DOJ Standards

XDD adheres to all DOJ standards.

Trusted Advisor

XDD forensic experts hold the following technical certifications:

EnCase Certified Examiner (EnCE), Access Data Certified Examiner (ACE), Certified Fraud Examiner (CFE), and Relativity Certified Administrator (RCA).

Classify It

Although Electronic Discovery can become a labyrinth within itself, the process, when broken down into the basics, is quite universal and easy to understand—regardless of the conflicting terminology created by the multiple players in the marketplace. Essentially, Electronic Discovery consists of the following phases, hence creating clarity out of confusion.

- **Identification/Preservation/Collection:** Defensible methodology for the identification/preservation/collection of required data

- **Processing Data** into a format reviewable by your legal team
 - **Filtering:** Remove specific unneeded file types (executables), identify data within key date ranges or data from key custodians
 - **Acquisition:** Data is acquired into the EDD processing engine
 - **De-Duplication:** Eliminate duplicative data based upon the electronic fingerprint of the file (MD5 Hash)
 - **Key Term Searching:** Narrow the data set to be reviewed by running key term search criteria, analyze your search results and amend your search terms accordingly as required

- **Hosting/Review/Analysis:** Store, access, and review the resulting processed data so the legal team can properly analyze the data surrounding their case

- **Production:** Produce images/native, meta-data, full text and load file

Access It

As Electronic Discovery projects grow, so does the amount of data that needs a place to live. Data hosting encompasses the storage of electronic information in a secure server environment. Multiple users, regardless of geographic locations, can access, discover, analyze, review, and share information online. XDD provides clients with 24/7 access via the popular industry platforms, Relativity, FYI Review, and iCONNECTnXT for active online review and analysis.

XDD Data Processing Center/Benefits

XDD's Data Processing Center, powered by SunGard, provides clients with unsurpassed security, accessibility, scalability, and redundancy.

SSAE 16 Type II (SOC 1) Certification

Audit completed successfully ensuring policies, controls, procedures, and business processes are recognized and followed as best practices.

ISO-9001 Certification

Highly-Protected Infrastructure

Security measures include guards, badge-only access, man-trap entry, and/or biometric readers and ongoing video surveillance.

Redundant Independent Power Sources

Equipped with redundant power components, UPS, and diesel powered generators.

Tier 1 Backbone/Internet Connectivity

High speed Tier-1 internet connection, maximum bandwidth/throughput, private networks, and scalable architecture.

Monitored Environmental Controls and Systems

Provides early-warning notifications, monitors mechanical, electrical, and other critical systems in parallel with smoke, heat, moisture, humidity, and temperature controls.

Facility Security Building Description

24/7 on-site personnel managing a 75,000 square foot, single story facility.

Power Protection

2N electrical infrastructure, dual 2MW Caterpillar Diesel Generators, Redundant Liebert UPS, PDU, and Static Transfer Switches, 72+ Hour Fuel Supply, and regular systems testing.

HVAC Specifications

Includes separate cooling zones, conference rooms, constant 72 degree temperature + 45% humidity and N+ 1 Trane Centrifugal Chillers, and redundant CRAC units.

Connectivity and Bandwidth Fire Suppression

Includes Sprint Dual OC-48 Internet Backbone, Very Early Smoke Detection Apparatus (VESDA) Smoke Detection, FM-200 Fire Suppression System and Cisco Gigabit Switch Routers.

Review It

XACT DATA DISCOVERY (XDD) Solutions has litigation specialists ready to review documents in line with our clients' objectives and their need for quality and cost-efficiency. Our specialists have the ability to compile responsive documents, create document summaries and logs, perform first- and second-level reviews, and conduct reviews for relevance, privilege and confidentiality, redaction and substantive analysis.

Highlights of the XDD Document Review process include:

- ISO-9001 Certification
- ISO-27001 Certification
- 24-hour, 7 days-a-week review capability for time-sensitive and urgent projects
- Proven and optimized workflow patterns ensuring efficient and accurate service
- Project management and tracking between client and local project manager on real-time basis
- 100% QC coverage on all privileged and confidential documents and those identified for redaction
- Second-level QA analysis on responsive documents to ensure compliance with client's project requirements
- All data secured and housed locally in XDD's SSAE 16 Type II (SOC 1) Data Center
- 100% QA and QC performed using Kaizen protocols
- Six Sigma protocols available
- Legal resources available onsite, off site and/or offshore

The goal of every XDD document review is to:

- (1) Provide the client with the highest accuracy rates;
- (2) Ensure compliance with applicable State and Federal Rules of Civil Procedure and case-specific Discovery Orders; and
- (3) Where necessary, provide defensibility for purposes of FRCP Rule 30(b)(6) depositions

At a glance...

- First & second level review
- Relevance
- Specific issue and fact identification
- Preparation of privilege logs
- Attorney-client privilege and/or attorney work-product
- Deposition preparation
- Document production
- Substantive issues
- Redaction
- Privacy screening

XDD Imaging and Coding Services

Digitize It

Document coding provides an index of your documents for efficient data retrieval by capturing relevant content from the collection of images. Whether performed domestically or offshore, our coders are trained to meet the needs of each project ranging from standard bibliographic coding to highly complex and subjective data capture.

Imaging Services

Imaging is simply the process of converting paper documents into universally accepted electronic formats. XDD's imaging services are powered by the IPRO imaging suite—providing clients with load files to integrate with Summation, Concordance, Ringtail, and a variety of other industry leading review and document management tools. XDD's imaging services also include:

- OCR (Optical Character Recognition)
- Electronic Bates Numbering
- Coding
- Blowbacks
- Branding/Endorsement
- TIFF/PDF Conversion

Coding Services

Coding is the process of capturing information from electronic images, providing a user friendly index of your document collection. While Coding is a meticulous process in itself, classifying, organizing and understanding what each image entails is where the devil is truly in the details. While almost any kind of data can be entered as part of the coding process, XDD's coding experts standardize the popular following fields as starting ground for most projects:

- Author
- Doc Type
- Recipient
- Doc Title
- CC
- Doc Characteristics
- Doc Date
- Attachment Range

Certifications

- ISO-9001 Certification
- ISO-27001 Certification

communication is everything

Xact Data Discovery (XDD) is an international Data Discovery and Management company providing streamlined Forensic, Processing, Hosting, Document Review, Project Management, Imaging & Coding and Paper Discovery services to law firms, corporations and government agencies. At Xact Data Discovery, communication is everything—because clients need to know where their data is throughout the *entire* discovery life cycle—as well as understand the valuable information and knowledge they can obtain from it.

Through its international presence and ongoing technical training for clients, XDD streamlines the complex communication processes between people, technology and data by orchestrating proactive, clear and consistent communication throughout all project phases. Via the company's personable "human-interface" approach, XDD helps clients and their customers find, produce, understand and use information crucial to their organizations.

Privately held and headquartered in Kansas City; we've been in the industry since 1994.

While technology is the means by which most e-discovery projects are produced, open communication is the foundation that makes projects actually happen—and makes XDD truly unique.

We would enjoy the opportunity to communicate with you, give us a call.

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