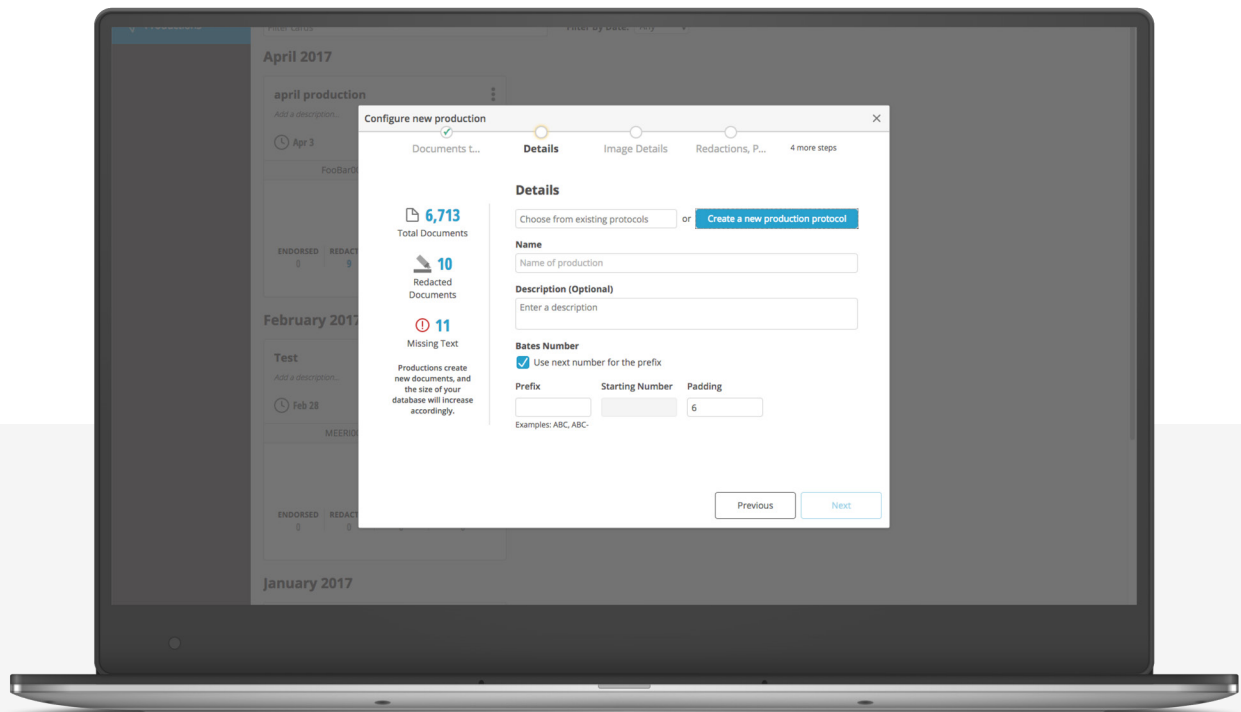


# Productions Deep Dive

## Introduction

With Everlaw's productions feature, hit your important production deadlines. Create protocols and productions—of any size or scope—directly within the platform, on demand and without the need for intermediaries.

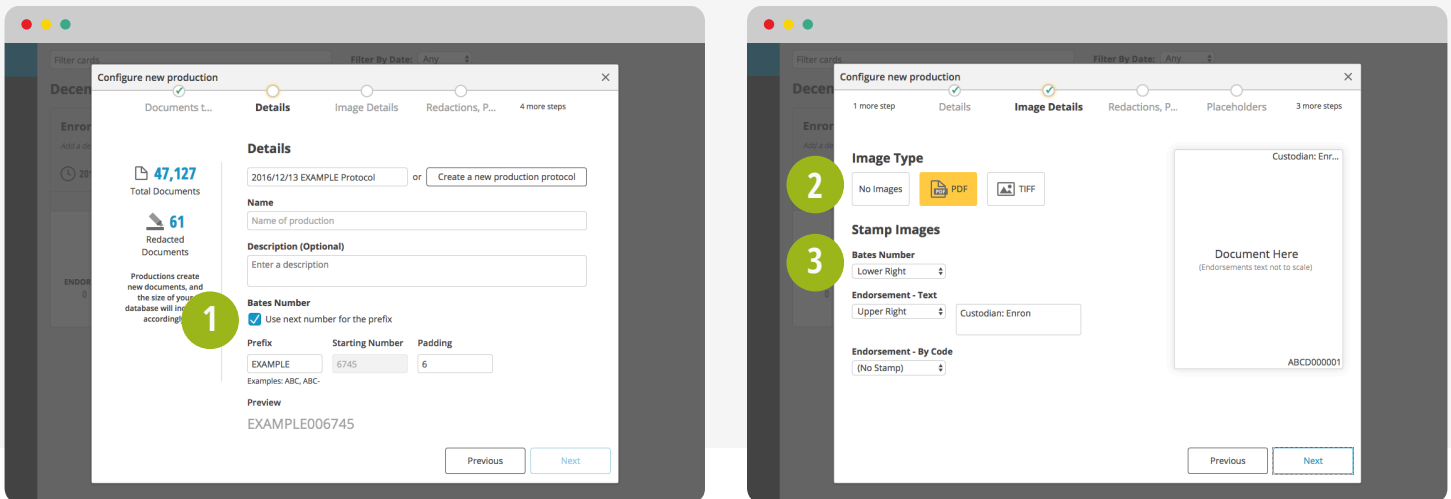
Thanks to the tight integration with the rest of the review platform, easily perform real-time quality assurance on completed productions directly within Everlaw, ensuring everything is in order before you send it out the door. Run productions on your schedule, day or night.



## Customizable Protocols

Protocols are often negotiated with opposing counsel early in a case and specify the form that productions must take. Once a protocol is negotiated, the requirements must be translated into rules that a system can use to produce documents according to specification.

Depending how many parties are involved in a matter, you may need to produce documents under a number of different protocols. In Everlaw, you can create and save an unlimited number of production protocols in your case and specify which protocol to use for a particular production.



Let's walk through the available protocol options:

- 1 BATES**

The Bates number is the unique identifier for documents in a production. There are two primary settings that can be modified within Bates numbers.

**The Bates Prefix:** You can create a new prefix or select from the automatically stored list of previously used prefixes.

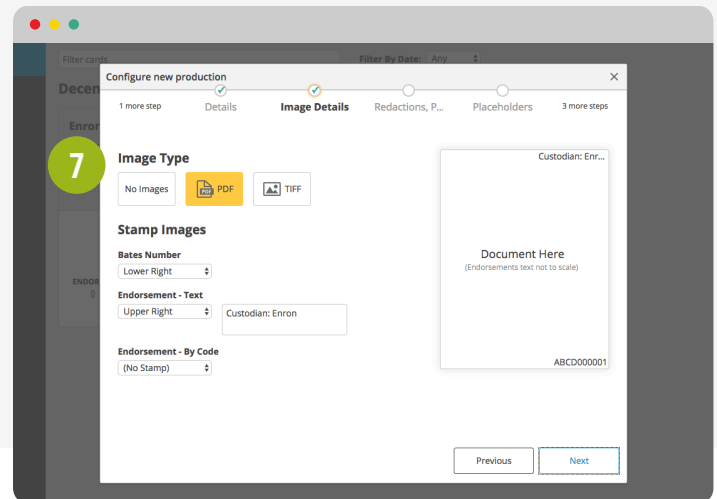
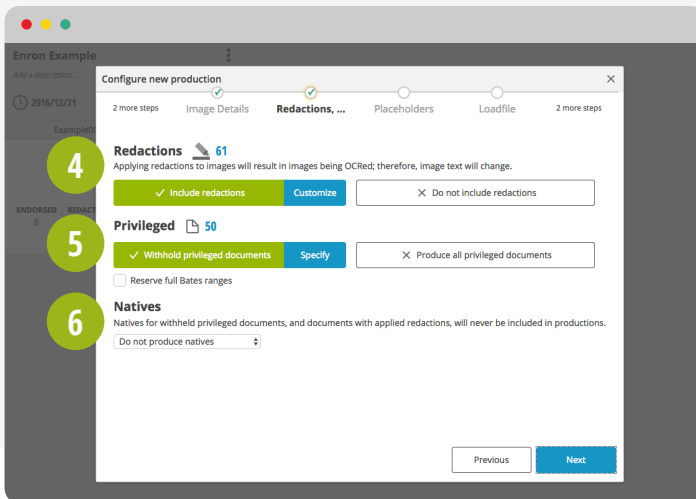
**The Starting Bates Number:** The starting Bates number is the number that will be applied to the first document in a given production. This will affect the numbering of subsequent documents/pages in a production. Everlaw will remember the numbering that has previously been applied for a given prefix and will automatically select the next appropriate starting Bates number if a prefix is reused. You can also choose to override this default behavior and specify the starting number if desired.
- 2 IMAGE FORMAT**

Generally, productions include images of the documents. Images are essentially digital snapshots equivalent to how the documents would appear if they were printed. With Everlaw, you can choose to (i) produce no images, (ii) produce images as PDFs, or (iii) produce images as TIFFs with optional color JPGs. Document images can be modified during production in certain ways. For example, some documents may need additional text stamping to convey important information, while other documents may need redactions.
- 3 TEXT AND ENDORSEMENT STAMPING**

Along with Bates numbers, images can also be stamped with endorsements of any text you'd like to add. For both Bates and text stamping, you can choose the specific corner of the image where the stamping should appear.

You can also associate text stamping with particular review codes. For example, you may want documents coded "Confidential—Work Product" during review to be stamped with the text "Redacted for Confidentiality—Work Product." This can inform opposing counsel of why a document has redactions.

The ability to tie text stamping to review codes provides a flexible system that allows you to stamp documents in the same production with different endorsement text.



#### 4 REDACTIONS

By default, Everlaw will “burn in” redactions during production. During pre-production review, any applied redactions will be transparent so that you can see the content you are redacting. Redactions on produced documents will have solid black or white boxes. In addition, the text of the documents will be re-OCR'd such that the redacted text will not appear in the document's associated text file.

Everlaw also gives you the option to add custom, case-specific redaction stamps on top of redaction boxes. Applied stamps will be overlaid on top of redactions during review. Custom redaction stamps will then be printed on top of redactions in produced documents, overriding any default text that might be specified in the production protocol.

#### 5 PRIVILEGED DOCUMENTS

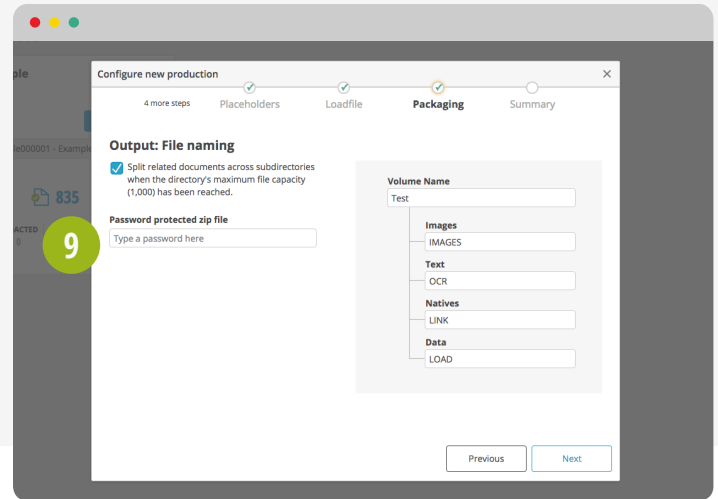
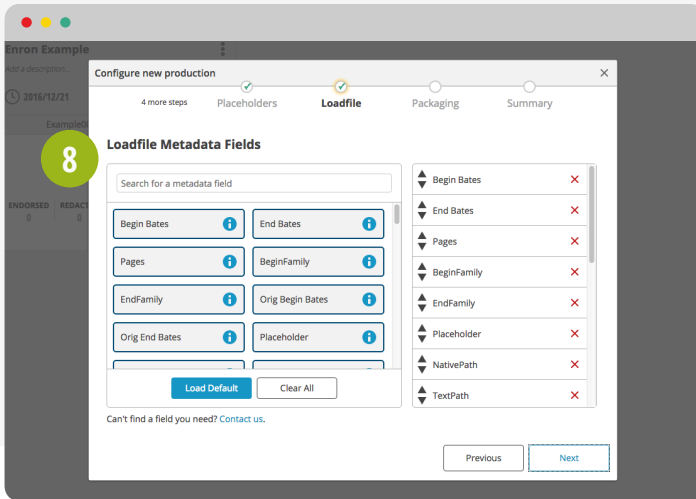
Privileged documents, such as those protected by attorney-client privilege, are not turned over in a production. Instead, a placeholder document is added to the production in place of the actual document. In Everlaw, you can customize the criteria by which privileged documents are identified, as well as the text that is stamped on the placeholder.

#### 6 NATIVE DOCUMENTS

Some protocols will require you to produce the native copies in addition to the image view of documents. Native documents are those in the format of their originating application (ex. .docx, .xlsx). Everlaw gives you the option to produce (i) no natives, (ii) natives for all documents in a production, or (iii) natives for a subset of documents. The system will also automatically exclude natives for redacted and privileged documents.

#### 7 IMAGE PLACEHOLDERS

Certain file types, such as spreadsheets, videos, and audio files, are either impossible to image or do not image well. As a result, these files are often only produced natively. In this case, you can request that specific placeholder images are produced in place of the actual file images. For example, you can create a rule on your production requiring that the images for produced multimedia files are PDFs with the text “File produced natively.”



- 8 METADATA**

Everlaw allows you to choose which metadata fields you want to produce. You can even combine and rename files, or use special custom fields, in order to conform to a protocol.
- 9 PASSWORD PROTECTION**

In order to ensure that only the appropriate parties can access a document production, you can password protect productions. Password-protected productions are also encrypted using either the AES-256 or ZipCrypto standard.

## Generating Productions

Generating productions is as easy as identifying the set of documents you want to produce and the protocol you would like to produce the documents under. Once a production is initiated, you will see a progress bar indicating when a production will be complete. Completed production status cards will provide quick links to access the produced documents by particular criteria (endorsed, redacted, privileged, withheld, placeholders). This will allow you to quickly perform quality assurance and verify produced documents before sending them out the door.

Productions will be packaged as a zip file that can be shared with opposing counsel directly or via a provided link. We automatically generate load files in the following three formats for each production: .DAT, .OPT, and .LPT. This ensures compatibility with whatever ediscovery platform your opposing counsel is using.