




How the right software provides
a 4-Step Solution
to managing a legal hold process



The trouble with traditional process?

Manual legal hold processes are...

-  **Unwieldy & inefficient.**
It's hard to locate all relevant data that must be collected.
-  **Inaccurate & error-prone.**
Delivering instructions to custodians to preserve key data can be hit-or-miss.
-  **A source of risk.**
If not up to scrutiny, they raise exposure and odds of negative outcomes or sanctions.



With good software?

Managing a legal hold process can be...

-  **Intuitive.**
A simple UX drives 100% compliance needed from custodians..
-  **Comprehensive.**
Via end-to-end management of the entire legal hold process.
-  **Defensible.**
Results are instantly reportable, so your process withstands judicial scrutiny.



The 4-Step Solution

The right legal hold software lets you...

-  **1.** Easily create a legal hold using predefined templates and notifications.
-  **2.** Accurately select the right custodians through integration with your active HR directory.
-  **3.** Automatically execute a hold via automatic notifications & escalations if custodians fail to attest.
-  **4.** Instantly report on results so you can demonstrate reasonable steps.

