

Onit for Legal Holds

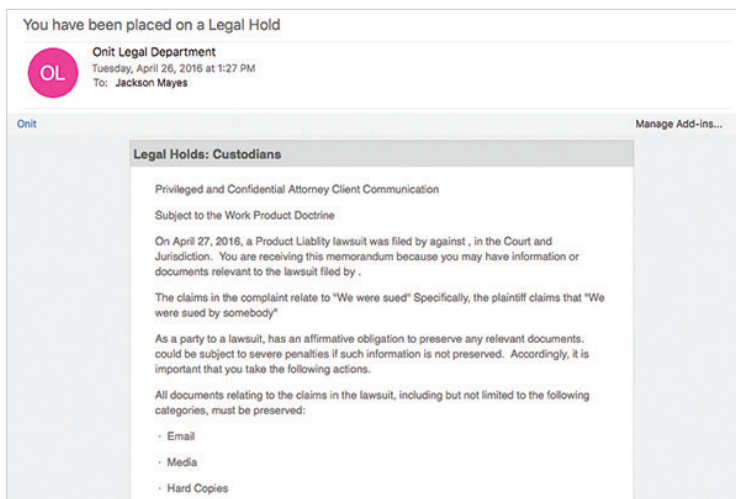
Legal holds are an important part of the litigation process involving the preservation of forms and relevant information when litigation is reasonably anticipated. Companies must demonstrate that they have exercised the proper care to preserve and collect digital evidence to ensure that the entire organization is not at risk.

Onit's Legal Hold solution helps corporate legal departments notify custodians of their duty to preserve information in a timely manner and guarantee compliance with this duty. With Onit's Legal Hold tool, you can quickly issue legal hold notifications and manage custodian acknowledgments. Built on an innovative "process" platform, workflows can be easily configured and can automatically assign tasks to the appropriate in-house team member.

Additionally, in-house team members can gain real-time access to the status of collection requests, know when actions were issued, which tasks are in progress and which legal actions require immediate attention. The tool also creates comprehensive dashboard views so in-house teams can see when a custodian leaves an organization so they can enable email archiving or suspend the destruction of data.

Benefits

- ▶ Streamline and simplify the legal hold process
- ▶ Easily create new holds and distribute notices to all legal hold custodians
- ▶ Create automated workflows to match your legal hold process
- ▶ Quickly gather information from custodians from anywhere and from any device
- ▶ Gain visibility into all legal hold activity to minimize company risk and increase defensibility
- ▶ Reusable template library and full audit trail reporting
- ▶ Ensure all relevant data is properly collected and preserved
- ▶ Easy to use interface that requires little to no training



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Features

- ▶ Collect and store custodian acknowledgments and questions
- ▶ Send automated notifications and reminders to help track compliance
- ▶ Easily track the status of legal holds to know where they stand
- ▶ Preserve notices and custodian data in a secure location
- ▶ Gain a complete audit trail of all legal hold activity
- ▶ Reporting and dashboard views to track the delivery of hold notifications and custodian acknowledgments
- ▶ Comply with requests for the production of Electronically Stored Information (ESI) for employees located overseas
- ▶ Integrate with HR, document management, asset management, matter management and other back-end systems

The screenshot displays the Onit Legal Hold interface for a specific case titled "Joan Meyers - Product Liability Claim". The interface is divided into several sections:

- General:** Contains fields for Name (Lee Greenwood), Email (corp.demo@onit.com), Legal Hold Name (Joan Meyers - Product Liability Claim), Date Suit Filed (04/27/2016), Matter Number (Hold-16-9257), and a link to Send an Email (joan-meyers-product-liability).
- Legal Hold Notice:** Includes buttons for Post, File, and Link.
- Custodians (1):** A section for managing custodians, currently showing one custodian.
- Legal Holds: Custodians:** A detailed form for the custodian Jackson Mayes, including fields for Matter Name, Request Acknowledgment (Yes), Custodian's Name, Custodian Email (jackson.mayes@onitcorp.com), Status of Employee (Current Employee), Data Start Date (04/26/2016), and Data End Date (06/26/2016). It also includes checkboxes for Instructed to Preserve: E-Mail, Instant Messages, Hard Copies, and Media (e.g. Hard Drives, USB Drives, DVDs, etc.).
- Current Hold Phase:** A section with buttons for Hold Required, Update Hold Phase, Close Project, Add Participant, View History, and Add Custodian.
- Participants:** A list of participants including Lee Greenwood (Requester), Chris Driver (Attorney), and Jackson Mayes (Participant).
- Activity:** A section showing "No Activity".

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