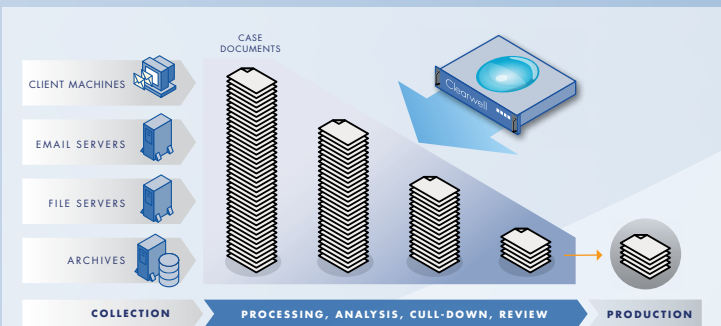


# Clearwell E-Discovery Platform®

The Clearwell E-Discovery Platform is the industry's leading enterprise-class e-discovery management platform that enables corporations and law firms to simultaneously manage all of their legal, regulatory, and investigative matters with a single application. With Clearwell, attorneys, litigation support professionals, and forensics teams accelerate early case assessments, lower processing costs, reduce review workload, and ensure the defensibility of the e-discovery process.

Clearwell streamlines the processing, analysis, cull-down, and review phases of e-discovery for a single case or for hundreds of cases. Whether deployed within the enterprise or hosted by a Clearwell certified service provider the Clearwell E-Discovery Platform:

1. Simplifies and accelerates document processing, allowing users to gain immediate visibility into case facts
2. Delivers interactive culling and filtering capabilities to prune large datasets to much smaller, more relevant ones
3. Provides a new level of transparency in e-discovery search, enabling a more collaborative and defensible process
4. Automatically groups documents together by discussion threads and concepts, increasing review throughput
5. Provides comprehensive case management, auditing, and reporting capabilities, enabling users to monitor case progress in real-time



**Clearwell E-Discovery Platform:**  
Up and running within 25 minutes, Clearwell integrates seamlessly with your existing collection and production e-discovery processes.



## Clearwell E-Discovery Platform Features

The Clearwell E-Discovery Platform is an appliance that is up and running in less than 25 minutes. Since the product's web-based interface is extremely intuitive and user-friendly, most attorneys, litigation support professionals, and forensics teams are productive immediately with little to no training. The solution seamlessly integrates with your current e-discovery process. It does not require any change to your existing collection methodology and integrates with third party production platforms such as Concordance and Summation via load files and Electronic Discovery Reference Model-compliant XML. The Clearwell E-Discovery Platform enables true enterprise-class e-discovery management while delivering unique and powerful capabilities in the most critical and expensive phases of e-discovery:

### 1. PROCESSING

**"One-click" case creation:** Clearwell's intelligent case setup automatically traverses through folder hierarchies and processes data with a single click. Clearwell also pre-scans the data to detect file-level errors prior to processing.

**Rapid processing:** Clearwell rapidly processes and analyzes over 400 different document types from data stores and network file shares including files, emails, attachments, contacts, calendar items, compressed files, and TIFF/OCR pairs at the rate of 10-12 GBs an hour.

**Intelligent de-duplication:** Clearwell automatically de-duplicates data across multiple data stores and across the entire data set (versus just custodians) to reduce analysis and review workload. However, every reference to a document is tracked, preserved, and available for export by custodian. Users can un-dupe by custodian for export to outside or opposing counsel.

**Foreign language support:** The Clearwell E-Discovery Platform supports worldwide English along with 15 Western European languages.

**People and organizational discovery:** Clearwell automatically extracts and reconciles all domains, senders, recipients, and custodians, ensuring that jsmith@domain.com and john.smith@domain.com are treated as a single custodian.

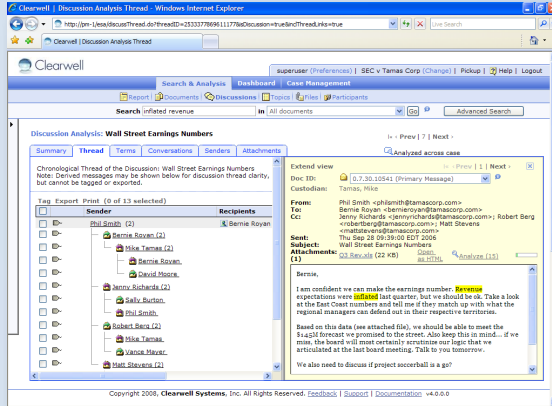
**Processing reports:** Clearwell tracks all documents during processing and creates detailed reports. The reports show the results of every processing run to help users better understand key processing metrics such as de-duplication rates, total # of messages and loose files, and average document size.

**2. ANALYSIS**

**Discussion threads:** Clearwell’s patent-pending algorithms dynamically link together all related messages into chronological threads which capture the entire discussion, including all replies, carbon copies, forwards, and near duplicates. By tracing the thread, you can quickly identify all the participants, and determine who knew what and when which proves invaluable when performing early case assessments. Unlike other solutions, Clearwell’s algorithms not only analyze the metadata, but also the contents of email messages, resulting in more comprehensive and accurate discussion threads.

**Topic clustering:** Clearwell’s patent-pending linguistic algorithms automatically organize documents into specific topics, enabling you to quickly analyze all documents related to a particular topic.

**People analytics:** Clearwell analyzes individual and group-to-group communications within your company, or to your customers, suppliers, and partners. You can easily access a list of top custodians for a search or monitor communications between regulated and non-regulated divisions within your company.



**Discussion Thread:** Automatically links emails into threads allowing you to rapidly trace the history of an email.

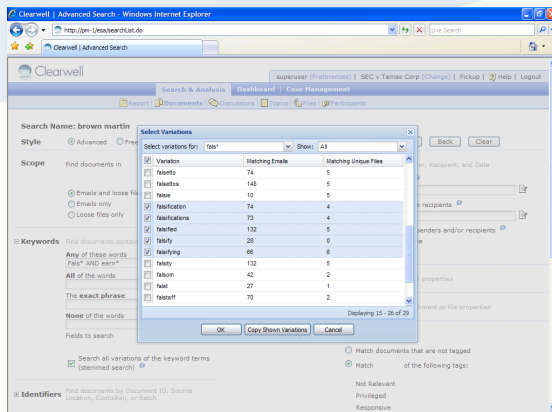
**File analytics:** Clearwell identifies duplicate files that may be attached to multiple emails or saved on a user’s hard drive. File analytics allow investigators to easily determine everyone who possesses or has sent or received a file of interest and allow reviewers to review a file once instead of multiple times.

**Term analytics:** Clearwell’s natural language algorithms analyze noun phrases to help users uncover secret project names and code words that may be relevant to a case or investigation.

**3. SEARCH AND CULL-DOWN**

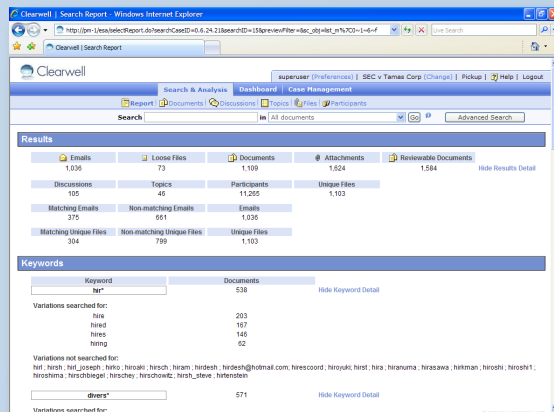
**Transparent search:** Clearwell provides a new set of search features that enable a more defensible and collaborative e-discovery search process and enhance the ability to cull irrelevant information.

**A. Search preview:** Provides visibility into matching keyword variations for wildcard and stemming searches prior to running a search. Users can selectively include relevant variations or exclude false positive variations in their search query, removing irrelevant documents from search results.



**Search Preview:** Provides list of keyword variations matching your query, allowing users to selectively include and exclude keyword variations.

- B. Search filters:** In real-time, users can filter their result for individual queries or variations, and sample the filtered documents to evaluate the effectiveness of their search. This also allows users to rapidly identify false positive documents prior to review.
- C. Search report:** Creates a comprehensive report that documents all search criteria and provides detailed analytics of the results for both the overall search and the individual queries within the search. The report tracks search terms that were included and excluded during search preview, providing a defensible audit trail of search refinement decisions.



**Search Report:** Provides detailed analytics and an audit trail of search refinement decisions.

- D. Multiple query search:** Delivers the ability to run large numbers of queries simultaneously and provides reporting for both the overall search and the individual queries within the search. Large numbers of queries can be tested in minutes not days, dramatically decreasing the turnaround time needed to evaluate the effectiveness of keyword searches.

**Advanced search:** Clearwell goes beyond basic keyword search and provides the ability to construct advanced searches based on custodian, senders, recipients, direction, subject, attachment names, attachment types, date range, tags, and comments. It supports both stemmed and unstemmed (literal) searches, provides power-user capabilities including Boolean, wildcard, fuzzy, and proximity searches.

**Relevance rank:** Clearwell's patent-pending algorithms consider the unique properties of documents to display the most relevant results first. You would never search the Internet without Google's PageRank™, why would you settle for searching documents without relevance rank? In addition to document searches, relevance rank is also used to display the most pertinent discussion threads, enabling rapid access to relevant discussions for early case assessments.

**Auto-filters:** Clearwell automatically groups search results by metadata fields such as tag, sender domain, sender group, sender name, recipient domain, recipient group, recipient name, document type, and custodian and displays exact hit counts across the entire search result set for every filter. Users can narrow search results by simply clicking on a checkbox and cull-down the dataset to the relevant documents for detailed review.

**Hit-highlighting:** Clearwell highlights search terms in messages, attachments, and files allowing you to quickly find what you are looking for without having to read every single word. Users can view hit-highlighting for over 400 different attachment and file types.

#### 4. REVIEW

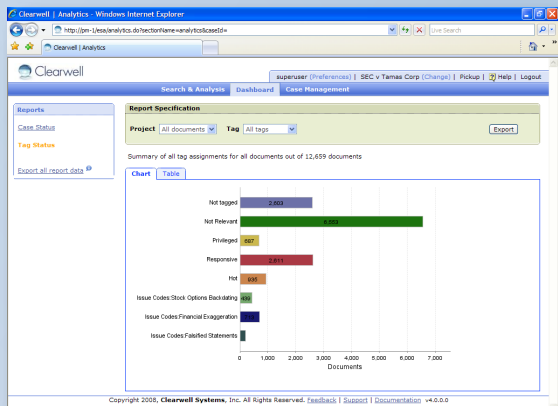
**Fast and accurate review:** Clearwell provides multiple viewing modes giving users the flexibility to view header, snippet, or document detail. Reviewers can review documents individually, or review them grouped by context (e.g., by discussion threads or topic clusters). Clearwell's review mode has keyboard shortcuts and is optimized to maximize screen real estate and minimize mouse clicks and mouse movement, further increasing review throughput.

**"One-click" tagging:** Clearwell's one-click tagging capabilities allow case administrators to bulk tag documents into review sets and assign them to an individual for review. Case reviewers can quickly update the status of each document for the case and advance to the next document with the ease and efficiency of a single click or a single keyboard shortcut. Customization capabilities allow administrators to create different tags for each case.

**Privilege log:** Clearwell automatically creates a privilege log of all privileged documents for opposing counsel's review. Users have the flexibility to select which fields to include in the report, such as document ID, custodian, to, from, subject, title, and reason codes and can produce the report in CSV format.

#### 5. PRODUCTION

**Native, PDF and XML export:** Clearwell allows results to be exported in native format, EDRM compliant XML, Concordance and Summation load files, or converted to Adobe PDF® format. Users can un-dupe data by custodian during export, separate attachments from emails, password protect results, preserve original folder hierarchy, and control the number of files created (one file for all custodians or an individual file for each custodian).



**Case Analytics:** Easily view case progress and status with real-time graphical reports.

**Rolling production:** Cases with complex, iterative production needs can be easily managed with Clearwell’s advanced batch export capabilities. Every export is individually tracked down to the custodian level, and previously-exported document sets can be recalled with a single click.

**Custom production formats:** Clearwell provides default Concordance-style load file exports and allows administrators to add customized formats based on specific review platform needs.

**6. CASE MANAGEMENT**

**Case analytics:** Clearwell delivers summary reports to monitor case progress, ensuring that resources are properly allocated and deadlines are met. Pre-built case reports display the total number of messages reviewed, un-reviewed, and tagged. Pre-built tag reports display the distribution of tagged messages by tag categories such as “privileged”, “responsive”, “unresponsive”, etc.

**Multi-case architecture:** Clearwell’s 64-bit, distributed, cased-based architecture delivers enterprise-class e-discovery and enables the management of hundreds of cases and thousands of users through a centralized interface. It provides complete case creation, tracking, and management capabilities, with case-specific processing, analytics, tags, review sets, and reports.

**Case configuration:** Case administrators can easily create cases, manage groups, topics, review sets, tag categories, and tag values using an intuitive, web-based interface. Clearwell supports multiple case administrators and restricts access with role-based security.

**User management:** Case administrators can easily manage user accounts, including user name, password, and role. Administrators can also limit views and restrict access and action (such as tagging and export) privileges.

**Audit trail and activity reporting:** Clearwell tracks user actions such as login, logout, search, tag, print, and export, providing a full, reproducible audit trail. Clearwell provides case-specific auditing and automatically produces activity reports for all cases and users.

**Clearwell Benefits**

Voted a Top 5 E-Discovery Software Provider by the prestigious 2008 Socha-Gelbmann survey, Clearwell has helped global enterprises, law firms, government agencies, and e-discovery service providers realize substantial return on investment within days of deploying the Clearwell E-Discovery Platform. Clearwell’s unique processing, analysis, search, cull-down, and review capabilities deliver the following benefits:

- Accelerate early case assessments from days to hours
- Lower processing cost and time by up to 80%
- Reduce review workload by up to 90%
- Solve investigations 10 times faster
- Increase defensibility and control of e-discovery process



Clearwell Systems, Inc.  
 441 Logue Avenue  
 Mountain View, CA 94043  
 650.526.0600 tel  
 650.526.0699 fax  
 www.clearwellsystems.com

To learn how Clearwell can deliver value to your organization, contact an e-discovery expert at: [info@clearwellsystems.com](mailto:info@clearwellsystems.com), or call us at: **877.727.9909**.

