



Altep provides comprehensive services throughout the discovery and production life cycle. Our experts will work with you to plan and execute a customized strategy for collecting, processing and reviewing materials for specific litigation matters. As illustrated here, we have developed customized processes for managing discovery, review and production of diverse document collections, whether they are comprised of one or many types of files. Our tried-and-true methods have evolved through the course of our experience in document management, data analysis and electronic discovery, and represent the most efficient and reliable means of creating organized, complete and accurate production sets.

As needed, these processes can be modified or extended to meet your specific requirements and goals. Many of the steps in our process rely on best-of-breed technologies acquired from third parties; however, some are executed using customized applications developed by our in-house software development team. Our ability to create

new tools to support or expand existing capabilities affords us with a unique perspective on complex data collections, which, in turn, provides an important benefit for our clients.

We begin each project's process flow with preparation for meet-and-confer sessions to establish project goals and responsibilities, and identify potential data sources. These sessions are then distilled into a detailed project plan. Collection and processing of identified materials is executed according to the scope and timeline defined by the plan; thereafter, we help you manage your review in an efficient and cost-effective manner, and create a production set for discovery that is complete, organized and accurate.

After production, we can help you prepare for depositions to be taken in subsequent matters, with re-purposed production data arranged in easy-to-use Depo Prep Kits or made available to trial teams in anticipation of trial.

