

## 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 solution, 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.

### BENEFITS



Streamline and simplify the legal hold process



Easily create new holds and distribute notices to all legal hold custodians



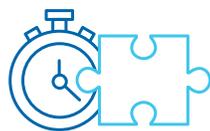
Create automated workflows to match your legal hold process



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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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.

### 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

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