

**SURVEY INTERVIEW**

Home >> Evaluation - By Matter

Legend: Not Available, Available Not Complete, Complete, Released

Search by Last Name: Allison, Almsley, Allegiance, Grace, Anders, Chris, Amondo, Abraham, Ashley, Michelle, Baldy, Dwight, Barber, Adam

Click on the Survey icon to begin Survey

**EXAMPLE QUESTION**

Back to list

Alannah Cervantes

Relevant Timeframe: 1/1/2012 to 12/31/2017

Question 8 - Computer Devices

Please identify the types of computer devices you have used to conduct any activities relating to your job.

None

Device Type: [Text Field] Device Name: [Text Field]

Does this device contain relevant content? Yes No

Computer Question

Complete Survey ✓

Question 1 - Hire Date

Please identify your hire date.

Question

Enter Answer

- SURVEY**
- Each Survey Question is titled, numbered and listed along the left pane.
  - Click on the title to open the question.
  - Question appears in center pane at the top with the answer section below.
  - Some questions may have pick lists to choose from.
  - Some questions may require input of a serial number or network drive information.
  - When question is complete, the check mark will turn green.
  - When all questions are completed, click on Complete Survey in upper right corner.

**ASSESSMENT INTERVIEW**

- ASSESSMENT PRE-INTERVIEW**
- Assessment can be configured with pre-interview questions designed to validate qualifying information from the custodian.
  - This example contains 2 qualifying questions: Hire date and Position.
  - Once these questions are answered the link to the Custodian Assessment activates.

Alannah Cervantes

Relevant Timeframe: 1/1/2012 to 12/31/2017

Assessment

Pre-interview qualifying questions

Please identify all relevant positions held by the custodian:

Do the custodian hold any relevant positions? Yes No

Please enter relevant position below:

Scientist

Start Date: 12/20/16 End Date: MM/DD/YYYY Still Active: [Checked]

Survey Answers

Assessment Interview Access

Dwight Baldy

Assessment Note

Superior Pharmaceuticals, Inc. recently brought a patent infringement suit related to their patented compound named "Endocrine-dylyp" against MedPharma, Inc. This action arises out of Defendant's current manufacture, use and sale of their anti-CGRP antibody developed under the compound name "MedPharma-dylyp" for the treatment of migraines and other chronic disorders.

To that end, because you have been identified as an individual who worked on, or had involvement pertaining to "Endocrine-dylyp", we are conducting interviews to assess your areas of knowledge, based on the claims and defenses that relate to this matter.

Assessment Questions

1. Were you involved in any of the non-scientific aspects pertaining to patent research, preparation and filing relating to the compound "Endocrine-dylyp"? Yes No

2. Were you involved in any of the scientific aspects pertaining to patent research, preparation and filing relating to the compound "Endocrine-dylyp"? Yes No

3. Can you confirm if any of the work you performed involved the research, development, clinical testing or manufacture for the compound "Endocrine-dylyp"? Yes No

4. Were you involved in any business development, sales, marketing or client contact where you were provided information relating to MedPharma's compound named "MedPharma-dylyp"? Yes No

5. To the best of your knowledge, is there any other reason you have been placed under legal hold relating to this matter? no

Rank Answer

Retain Release Cancel

Release or Retain options

- ASSESSMENT INTERVIEW**
- The Assessment consists of a series of questions, custom designed to identify the Custodian's relative knowledge of and involvement in the matter as well as the materiality of data in their possession.
- The goal of the Assessment is two fold:
- Confirm the Retain or Release status of the custodian.
  - Assign a Custodian Rank based on their answers.
  - Each question of the Assessment is scored and contributes to the retain/release recommendation and the overall RANK for the custodian.

## INTERVIEW

Home >> Evaluation - By Matter >> Interview

Alannah Cervantes  
Phone Number(s)

Relevant Timeframe  
1/1/2012 to 12/31/2017

Department: Manufacturing  
Title: Production Manager

**Interviewers**

Interviewers Assigned

Kate O'Brien

Enter additional interviewer name

**Interview Notes**

Add notes here

Add any annotations regarding the interview as necessary

Start Interview    Cancel

**INTERVIEW**

- Enter name of Interviewer and any special notes pertaining to the Interview such as date or important findings.
- Click on Start Interview button.

Home >> Evaluation - By Matter >> Interview

Alannah Cervantes  
Phone Number(s)

Relevant Timeframe  
1/1/2012 to 12/31/2017

Department: Manufacturing  
Title: Production Manager

**Interview Questions**

1 Hire Date ✓  
2 Positions ✓  
3 Country of Citizenship ✓  
4 Entities ✓  
5 Predecessor / Successor ✓  
6 Assistant / Colleague ✓  
7 Email ✓  
8 Computer Devices ✓  
9 NT User Names ✓  
10 User Share ✓  
11 Network Locations ✓  
12 Portable Storage ✓  
13 Mobile Device ✓  
14 Paper Documents ✓

**Interview**    Question Complete ✓

Identify the custodian's hire date:

Please enter the hire date below:

12/10/2019

**Analysis**

Follow-up Reason:

Analysis response - if conducted

**Survey Question**

Please identify your hire date:

Answer provided to the question in the Survey.

Enter date below:

12/10/2019

Option to auto-populate Survey answer to interview

**INTERVIEW**

The Interview is designed to confirm and expand on the Custodian and Data Source information provided by the Custodian in the Survey.

- The Attorney conducting the interview proceeds through each question that needs review, confirming the custodian's answer and expanding on the information provided if needed.
  - For instance, if the custodian stated they used a Tablet, but didn't provide any information as to where the relevant materials were located.
- The check marks next to each question turn green when the question is completed.
- When the Interview is complete, click on the Complete Interview link at the top right of the page.

Alannah Cervantes  
Phone Number(s)

Relevant Timeframe  
1/1/2012 to 12/31/2017

Department: Manufacturing  
Title: Production Manager

**Interview**    Question Complete ✓

Please identify all computer devices that the custodian used which contain unique, relevant content.

Did the custodian use any computer device(s) to maintain unique, relevant content related to their job?  
 Yes  No

Device Type    Device Name

Desktop    245hht

Is the relevant content located in a specific location on this device?     Yes  No

Enter location of relevant content (Optional)

My documents

Device Type    Device Name

Is the relevant content located in a specific location on this device?     Yes  No

Add additional data sources if necessary,

**Analysis**

Interview question

**Survey Answers**

**Survey Question**

Please identify the types of computer devices you have used to conduct any activities relating to your job:

Desktop    245hht

Does this device contain relevant content? - Yes

My documents

Tablet    actablet

Does this device contain relevant content? - Yes

Auto-populate survey answer option

## HOMEPAGE

The homepage displays a navigation bar at the top with icons for Home, Evaluation, PDA, Data Sources, Setup, and Account. Below the navigation bar is a 'Matter' selector dropdown set to 'Superior Pharmaceuticals, Inc. vs. MedPharma, Inc.'. The main content area includes:

- Custodian Rank:** A list of ranks: Priority = 6, High = 8, Medium = 6, Low = 12, Released = 11.
- Custodian Evaluation Status:** A donut chart showing 66 Custodians. Legend: Survey (42 / 56), Assessment (42 / 56), Interview (27 / 56), Incomplete.
- Proportional Discovery Assessment:** A table showing costs for All Custodians, Approved Data Sources, Collected Data Sources, and Cost Savings - Approved Data Sources.
- Source Count by Custodian Rank:** A horizontal bar chart showing the number of data sources for each rank across various categories like Social Media, Email, etc.

**HOMEPAGE**

- The site navigation bar provides access to all other sections of the system.
- Directly under the navigation bar is the Matter selector to select the matter you require.
- The center of the page contains the Dashboard Reports including:
  - Custodian Ranks
  - Status of the Evaluation stages
  - PDA Cost estimates for Collection
  - Data Source Collection Status

Navigation Bar  
Choose Matter  
Dashboard

**Key**

- Not Available
- Available, Not Complete
- Complete
- Released

**Stage**

Search by Last Name:	Hold Issued	Hold Accepted	Survey Status	Assessment	Analysis	Interview	Data Sources	Custodian Rank	Custodian Report
Abbott, Andre	○	○	○	○	○	○	0		0
Alison, Ainsley	○	○	○	○	○	○	2		2
Allegiance, Grace	○	○	○	○	○	○	0		0
Armondo, Abraham	○	○	○	○	○	○	0		0
Ashley, Michelle	○	○	○	○	○	○	6		6
Baldy, Dwight	○	○	○	○	○	○	2		2
Bartlett, David	○	○	○	○	○	○	0		0
Bartlett, Jeannerose	○	○	○	○	○	○	4		4
Batista, Mario	○	○	○	○	○	○	2		2
Beschly, Mark J.	○	○	○	○	○	○	2		2

**Custodian**

**Status**

## EVALUATION

**EVALUATION**

Provides access to the initial Survey and Interview sections of the EO Workflow.

- The colored icons note the status of each step. Clicking them takes you to that section.
- The Data Sources icon notes the number of Data Sources identified for each custodian.
- The Custodian Rank is the Rank assigned to the Custodian based on the Assessment Interview.
- The Custodian Report provides a brief fact sheet on each custodian including, address, job title and status of each Evaluation stage.

## PROPORTIONAL DISCOVERY ASSESSMENT (PDA) HEATMAP



**PDA Workflow steps**

- Total Data Sources: Collected vs Not Collected:** Donut chart showing Computer (2), Email (6), Network Share (2), and Not Collected.
- Data Sources by Location:** Map of the United States showing locations of data sources.
- Data Source Cost Estimate:** Bar chart showing Approved and Not Approved costs across Custodian Relevance levels.
- Data Source List:** Table listing Custodian Name, Job Title, Department, City, State, Status, Category, and Effort.

**PROPORTIONAL DISCOVERY ASSESSMENT**

Presents a clear picture of the priorities for Custodian Data Sources collection.

- The X axis represents the Data Source Burden Rank.
- The Y axis represents the Custodian Rank.
- Reading from top to bottom, left to right, the custodians in the far left, top quadrant are the highest priority and their Data Sources are the least burdensome. In the example, there are 6 custodians and 16 Data Sources in that quadrant.
- The icons to the left/right represent all of the custodians and Data Sources in that quadrant (highest, high priority/low or medium burden).

Click on the quadrants on the Heatmap and drill down for additional data on the Custodians and Data Sources in that quadrant.

- A chart depicting the **Collection Status** by Data Source type.
- A map identifying each state where Data Sources are located.
- A bar graph showing the overall collection costs broken out by **Approved** or **Not Approved** Data Sources.
- A complete list of all the Custodian Data Sources, their Rankings and their locations.

