

Bridgeway Legal Hold was designed for in-house legal departments to easily manage their information preservation process in compliance with the Federal Rules of Civil Procedure. Bridgeway Legal Hold delivers best value for the investment because it is the only enterprise-level legal hold product that does not allow unwanted and expensive features to hinder its attorney friendly workflow.

Complying with your evidence preservation requirements doesn't have to be complex and time-consuming. With Bridgeway Legal Hold, it's remarkably simple and you will feel confident you've met your preservation requirements. Bridgeway Legal Hold gives you an easy to use application that allows you to issue preservation notices without having to manually juggle spreadsheets and e-mails. Manage your entire evidence preservation process with a solution that's easy, intuitive, and incredibly efficient.

Bridgeway Benefits

- Integrated Legal Hold solution
- First end-to-end in-house e-discovery
- 20+ years working with in-house legal only

KEY BENEFITS

Compliance with Federal Rules of Civil Procedure

Bridgeway Legal Hold gives you the confidence that your compliance with Federal Rules of Civil Procedure will be maintained with robust, defensible processes. It gives you the ability to prove to the court that you have defensible legal hold processes and that you were proactive in taking the necessary steps to notify custodians to preserve potentially relevant information.

Minimize Costs

Bridgeway Legal Hold gives you just what you need to manage your "duty to preserve" compliance process—no more, no less. Why pay for complicated options you aren't going to use? Bridgeway Legal Hold gives you precisely what you need at an affordable fixed cost.

Expand When You're Ready

You can implement Bridgeway Legal Hold as a stand-alone solution today, with the flexibility to add Bridgeway eDiscovery when you're ready for a complete, end-to-end legal preservation and discovery solution. Bridgeway eDiscovery is modular, so you can add collection, early case assessment, processing, review, and production as your needs require.

Designed By Attorneys For Attorneys

Bridgeway Legal Hold was designed by attorneys for attorneys to solve their enterprise preservation notice and tracking requirements. It combines industry best practices with an easy-to-use workflow suitable for legal departments of all sizes.

Increase Accuracy

Replacing manual processes with Bridgeway Legal Hold minimizes the chance of errors, helping to maintain compliance and avoiding sanctions.

Get Started Quickly

Bridgeway Legal Hold is easy to deploy — you can be up and running in days and it's extremely easy to learn and to use, ensuring rapid time-to-benefit.

Save Valuable Time

You can automate your legal hold tasks to save time and be more efficient. Dynamically generate, distribute, and track preservation notices; ask questions and gather responses online; track and capture the results of interviews; track custodians and automate reminders. These capabilities and more are all available with a single, easy-to-use solution that integrates seamlessly with your e-mail system and corporate data infrastructure (i.e. IT and HR applications).



KEY FEATURES

Easy-to-Use Workflow

Bridgeway Legal Hold was designed from the beginning to be attorney friendly and easy-to-use. The intuitive workflow guides the user through the notice process while offering flexibility along the way. The easy-to-use workflow allows the attorney to focus on practicing law versus learning complex technology that may never be used.

Preservation Notice Templates

Users can build a set of preservation notice templates and then easily use them to quickly prepare a new notice. Bridgeway Legal Hold supports a full featured editor for authoring the preservation notices with support for special characters, foreground and background colors, and the ability to send a preview e-mail.

Online Questionnaires

Online questionnaires can be created and attached to each category of response for the preservation notice. Once recipients have responded and submitted the completed questionnaire, responses can be analyzed in order to quickly and efficiently assign interviews and collections to the custodians you deem most critical to the process. When creating questionnaires, you can apply templates of questions that have been created previously. In addition, you can reset the questionnaire to the default questions at any time. A preview feature is included to view the questionnaire as it appears to the recipient.

Matter Management Integration

Bridgeway Legal Hold can integrate with Bridgeway's eCounsel or LawManager products, enabling you to initiate legal holds right from your matter management solution. When viewing a matter, you can quickly identify if a legal hold has been issued and the status of the hold. Easily drill down into the hold to see the preservation notice, custodians, interview information, and the identified collections.

Automatically Escalates Non-acknowledgements

If a preservation notice does not have a response from a recipient, legal staff has the option to automatically escalate the non-response. Each preservation notice can have a First Escalation and a Second Escalation number, which specifies the number of times a notice is sent without response before it is escalated. If the first escalation is reached, an e-mail is sent to the recipient's manager. If the second escalation is reached, then an e-mail is sent to the manager's manager.

Section 508 Compliance

Section 508 of the Rehabilitation Act, requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, access and use must be made available to people with disabilities comparable to those without disabilities. Bridgeway Legal Hold embraces the use by those with disabilities and is one of the only legal hold applications that is fully Section 508 compliant.

ADDITIONAL FEATURES AND FUNCTIONALITY

- Allows a pre-notice to be sent prior to a preservation notice
- Tracks each legal hold from issuance and acknowledgement through collection, and eventual rescission of the hold order
- Supports scheduling of automatic reminder hold notices
- Provides for establishing an internal discovery response team to help identify key players, data sources, and time periods
- Generates Hold Summary, People List, Interviews, and Data Collection reports
- Maintains multiple template hold notices for internal and external use with boilerplate language that facilitates an effective hold
- Uses powerful search features to select key custodians from the global custodian list with advice of counsel
- Sends notices to data stewards to stop any automatic processes that exist within IT
- Re-issues hold notices to key recipients from the office of issuing authority
- Facilitates the interview and data collection processes by allowing automatic e-mail notices for interviewers/collectors
- Allows interviewers/collectors access to their own interview/collection work product
- Automatically send reminders to non-responsive legal hold recipients
- Ability to schedule general notices/reminders
- Ability to schedule interviews and track results within a single application
- Ability to schedule data collections and track results
- Bulk import utility for people records
- Customizable response web page
- Hardened password security with automatic logout
- Integrate with LDAP or SiteMinder login authentication
- Custom report import utility
- Ad-hoc report creation capability
- Robust audit trails of every notice/reminder sent to recipients
- Ability to integrate with Active Directory or other HR systems

To learn more about Bridgeway Legal Hold or other Bridgeway eDiscovery solutions, contact us at sales@bridge-way.com or call us at 888-272-4699.



e-Discovery

- Legal Hold
- Collections
- Early Case Assessment
- Processing & Review
- Production