

# Multi-language Electronic Discovery

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Litigation is increasingly international in scope, requiring that electronic discovery support Western European languages as well as multi-byte languages such as Chinese, Japanese and Korean throughout the discovery lifecycle.

The Stratify Legal Discovery® service provides expert, in-depth support for documents in multiple languages during data collection, restoration and processing, and complete review capabilities including multi-language concept organization, search and analytics for efficient, cost effective review.

## THE CHALLENGE

When confronted by matters that contain documents and emails in multiple languages, attorneys need a discovery application that enables them to quickly identify and review the documents, either with native speakers or in translation. Multi-language documents, particularly when it comes to complex multi-byte languages such as Chinese, Japanese, or Korean, must be handled properly at every stage of the discovery process to ensure an accurate review. Discovery solution providers must be well versed in the complexities and variations of data storage and how languages are represented in different computer systems (known as codepages), as well as variations in representing dates, currency, numbers, etc. on different computer systems (known as locales). Inattention to these technical details during data collection, restoration or processing can result in corrupt data and a flawed review.

## THE SOLUTION

Stratify's extensive experience working with documents in multiple languages, coupled with the robust capabilities of the Stratify Legal Discovery application, provides clients an advanced eDiscovery application for fast, accurate review of multi-language document sets. The Stratify Legal Discovery application uses Unicode for all internal data representations, and implements key language-processing technologies to ensure accurate restoration and processing. Productivity enhancing features such as automatic concept organization, search, contextual review and metadata editing work the same regardless of language. Attorneys can use the Stratify Legal Discovery service to manage a multi-language review efficiently, cost-effectively and with confidence in the results.



# Multi-Language Review

Any individual matter can include documents and messages in multiple Western European languages as well as Chinese, Japanese or Korean. The Stratify Legal Discovery service provides a streamlined review workflow for multi-language document sets. Complete discovery capabilities are available for all languages, including:

## FILTERING

The Stratify Legal Discovery application can filter documents in multiple languages, especially complex multi-byte languages such as Chinese, Japanese and Korean, by keywords or metadata to reduce the volume of data for review.

## NATIVE FILE ACCESS

The Stratify Legal Discovery service processes multi-language emails as well as 390+ document formats. All documents can be displayed in their native applications, enabling reviewers to directly access embedded metadata such as hidden columns in spreadsheets and edits in documents.

## CONCEPT-BASED REVIEW

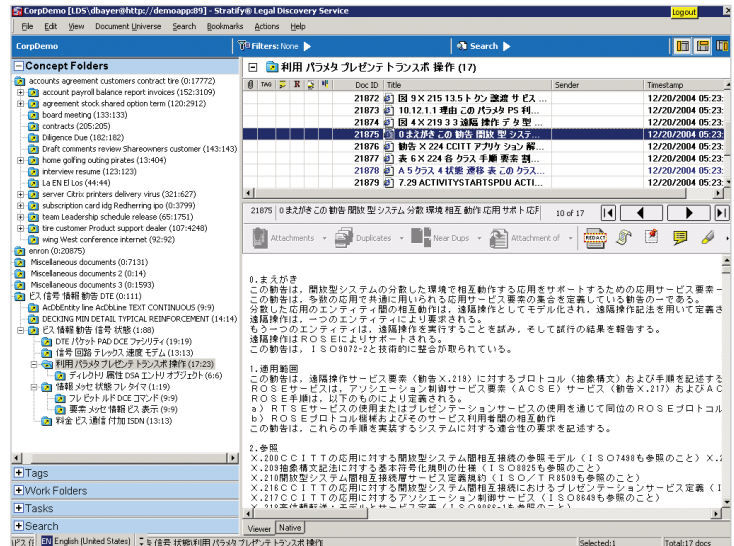
The Stratify Legal Discovery service provides concept organization in multiple languages. Documents are automatically organized into multi-language concept folders specific to the matter. Attorneys can also create Smart Issue Folders using multi-language terms and/or metadata values in queries to organize the collection based on their specific interests.

## SEARCH

The Stratify Legal Discovery service enables reviewers to easily search documents in multiple languages, such as Chinese, Japanese and Korean, from computers configured with the US-English locale. For example, reviewers in the United States can search Japanese documents using an English computer and keyboard.

## METADATA

Attorneys can review properties, and add or edit annotations, privilege logs and custom codes in multiple languages.



## WORKFLOW AND TRANSLATION

If a firm has native language attorneys in-house they can conduct the entire review without recourse to translation. Alternatively, attorneys can use the concept folders to quickly perform a first level review of multi-language documents. Relevant documents can then be translated and loaded into as part of the document record. Translated versions can be used during a second review or as evidence in formal proceedings.


## BEST PRACTICES FOR MULTI-LANGUAGE DATA COLLECTION AND RESTORATION

### Document Encoding

Encoding is how computer systems store and represent characters. Many computer systems, especially in Japan, use legacy encodings such as EUC, ShiftJIS and JIS instead of Unicode. Stratify actively collaborates in data collection activities to help identify, observe, and record the codepage of the original computers for accurate data collection.

### Archives, Documents and Email

Stratify works with clients to ensure that email files (such as PST or NSF), export files and archived collections (such as TAR or ZIP) are created and manipulated on machines with the same locale and using software that is Unicode compatible so that filenames, dates, currency, numbers etc. are maintained.

 **For additional information about the Stratify Legal Discovery® service, please call Stratify at 866.400.8484 or send an email to sales@stratify.com.**

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