

EDRM Production Form

This form is intended to assist attorneys preparing for a 26(f) conference or similar discussion regarding production formats. It provides a level of detail adequate enough to avoid most conflicts that could arise around the question of production formats. However, since there are few technical standards and even specific loadfile formats have multiple valid variations, attorneys are advised to a) have appropriate technical staff attend the conference with them and/or b) ensure that technical staff from the various parties speak directly at the earliest possible opportunity.

Document Formats

Formats	Notes	Considerations
• Native		<ul style="list-style-type: none">• Cannot individually number or endorse pages for document control• Cannot redact• Cannot brand pages with confidentiality endorsements• Issues with reviewing the production• Risk of accidental alteration is greater than with near-paper format• Metadata may be hidden and not fully reviewed prior to production• May require native application or client's proprietary software to open files• See Details on production node regarding native production specifics
• Near Native		<ul style="list-style-type: none">• Cannot individually number or endorse pages for document control• Cannot redact• Cannot brand pages with confidentiality endorsements• Risk of accidental alteration is greater than with near-paper format• See Details on production node regarding near-native production specifics
• Near Paper		<ul style="list-style-type: none">• Cost of image conversion• Increased turn around time due to processing and quality control

measures

- Certain files such as spreadsheets and small databases may not be in a usable format
- Risk of altering or missing data during conversion process
- See Details on production node regarding common image rendering issues

·· Paper

- Cost of image conversion and printing
- Increased turn around time due to processing and quality control measures
- Certain files such as spreadsheets and small databases may not be in a usable format
- Risk of altering or missing data during print process
- No link back to native file
- No database or text for searching
- See Details on production node regarding common printing issues

·· Searchable Text

Opposing Party Review Software

- .. Summation
 - .. dii
 - .. lfp
 - .. sbf
 - .. xml
- .. Concordance
 - .. dat
 - .. lfp
 - .. opt
 - .. xml
- .. Ringtail
 - .. csv
- .. Case Logistix
 - .. dat
 - .. dii
 - .. lfp
 - .. opt
 - .. xml
- .. MetaLINCS
 - .. dat
 - .. dii
 - .. lfp
 - .. opt
- .. Clearwell
- .. Introspect
 - .. idx
- .. Lextranet
- .. iConect
 - .. dat
 - .. lfp
 - .. opt
 - .. xml
- .. FTI
 - .. mdb
 - .. xml
- .. Other

Data Load Fields

The fields referenced below are from the EDRM XML standard. Parties may wish to request additional fields depending upon case context.

Document Type	Field	Description
All	.. Language	Primary language of the document (ISO 639-1 (two-character))
	.. StartPage	Starting page number for this document (for Bates numbering)
	.. EndPage	Ending page number for this document (for Bates numbering)
	.. Review Comment	Comment(s) added by reviewer(s)
Message	.. From	Sender of the message
	.. To	Recipient(s) of the message
	.. CC	Cc'ed recipient(s) of the message
	.. BCC	Bcc'ed recipient(s) of the message, same format as "From"
	.. Subject	The subject of the message
	.. Header	The message header consists of fields, usually including at least the following:

Document Type	Field	Description
	DateSent	From, To, Subject and date Date the message was sent
	DateReceived	Date the message was received
	HasAttachments	Whether or not the email has attachments
	AttachmentCount	The number of attachments the email has
	AttachmentNames	Concatenated list of attachment names separated by semicolons (path optional -- for end-user searching)
	ReadFlag	Whether the email has been read or not
	ImportanceFlag	Whether the email was sent with high importance
	MessageClass	Determines the form that Outlook uses to display the item
	FlagStatus	Status of any Outlook flags associated with the message
File	FileName	Name of the original file
	FileExtension	Extension of the original file
	FileSize	Size of the original file in bytes
	DateCreated	Date file was created
	DateAccessed	Date file was last accessed
	DateModified	Date file was last modified
	DatePrinted	Date file was last printed

Document Type	Field	Description
	.. Title	(Office) Document title
	.. Subject	(Office) Document subject
	.. Author	(Office) Document author
	.. Company	(Office) Document company
	.. Category	(Office) Document category
	.. Keywords	(Office) Document keywords
	.. Comments	(Office) Document comments
	.. Other	