

# Stay Ahead of your Compliance Obligations with CAM's Litigation Hold

A legal hold (also known as a litigation hold) is a notification sent from an organization's legal team to employees instructing them not to delete or change any electronically stored information (ESI) or discard documents that may be relevant to an investigation or part of a new or imminent legal case.



A subpoena, which is a written order from a court compelling the firm to comply with the contents of that order, is sent to the firm. If the court orders the firm to put a particular matter or set of matters under a legal hold, the firm is obligated to comply with that hold.

As data is spread across different locations and there is limited metadata for matters, many firms face challenges in identifying all content related to that hold and place the right disposition policies. All of this ultimately places the firm at risk of privacy and regulatory compliance.

## CAM Litigation Hold

CAM streamlines the identification of relevant information for litigation holds by providing a directory to track them. It enables litigation hold notifications & acknowledgments for custodians. CAM allows for preservation and collection of holds in a separate repository.

Firms can leverage the Unified Project Directory to place and track content on litigation hold across supported collaboration systems. They can also send custodian notifications and gain acknowledgment. Once litigation hold is complete, firms can then release the data and resume the usual data disposition policies.

The CAM Litigation Hold capability is available for iManage and NetDocuments and comes as an "add-on" module for licenses C3 and above.

## Placing a Matter on Litigation Hold with CAM

### Ongoing vs. Retrospective Holds

Holds can be placed on active matters which we could call an 'ongoing hold', but many times a legal hold is placed on an old matter, set of matters, or during a certain period involving one or more custodian (not related to a matter/project). These we can call "retrospective holds".

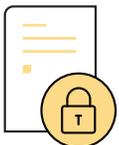


#### Ongoing Holds

With an ongoing hold, users are still creating and editing content. Some customers perform what is called a recurring monthly hold. All content prior to a fixed date is locked, then for the next 30 days, all documents are available for editing. Once that 30-day period is up, all content for the 30 previous days is then locked.

Example:

- Everything prior to December 31, 2021 is locked
- Anything from Jan 1 to Jan 31 is open for editing.
- On February 1st, everything created or edited in January is locked
- On March 1st, everything created or edited in February is locked etc.



#### Retrospective Holds

Retrospective holds are more common. These are holds placed on matters that are inactive or closed. An example might be that the Department of Justice is investigating transactions the law firm did for a particular client across a set of client or matter numbers. In this case, the firm just needs to lock all content without the option of keeping that content available for editing or creation of new content.

## The End of a Legal Hold

When the content is no longer required to be held or locked, the hold is then lifted. This means that the court or regulating body that ordered the firm to hold the content, has released the hold requirement. The firm is then no longer obligated to lock down the content, and all the documents are reverted to their previous state so users can then change or delete that content.

Since CAM has information about where all the content resides that is related to clients, matter or users, CAM can easily enforce Legal Hold across multiple systems.

Some of the key benefits of the Litigation Hold feature are:

-  Track content on litigation hold across systems via the unified project directory.
-  Effortlessly send litigation hold notifications & receive acknowledgement from data custodians.
-  Preserve & collect litigation holds in separate repositories.
-  Create hold termination triggers & release content from litigation hold.
-  Automatically resume data disposition policies upon hold termination.
-  Obtain detailed audit log for automatic documentation of litigation holds.
-  Ethical walls can be employed automatically when creating CSV jobs.
-  Search through custodians and security control users by ID username & e-mail.

## Generate Data Disposition & Legal Hold Reports

The screenshot shows the 'Reports' section of the LITERA interface. It features a search bar at the top, navigation tabs for 'Controls', 'Approvals', 'Reports', and 'Settings', and a 'New Report' button. Below is a table listing various reports with columns for Name, Report Type, Chosen Controls, Status, Report From, Report To, and Actions.

NAME	REPORT TYPE	CHOSEN CONTROLS	STATUS	REPORT FROM	REPORT TO	ACTIONS
September 21, 2020	Upcoming Action Report		Completed September 21, 2020			
January 14, 2021	Action Report		Completed January 14, 2021			
January 14, 2021	Action Report		Completed January 14, 2021			
January 14, 2021	Action Report		Completed January 14, 2021			
February 10, 2021	Action Report		Completed February 10, 2021			
February 10, 2021	Action Report		Completed February 10, 2021			
February 10, 2021	Upcoming Action Report		Completed February 10, 2021			
February 10, 2021	Upcoming Action Report		Completed February 10, 2021			

## Create new Legal Hold Report

The screenshot shows the 'New Report' dialog box. It is divided into 'Report Parameters' and 'Report Preview' sections. The 'Report Parameters' section includes fields for 'Choose Report Type' (set to 'Legal Hold Controls Report'), 'Name\*' (set to 'Report ABC'), and 'Date' (range from 6/1/2021 to 6/30/2021). The 'Report Preview' section displays a table with columns: NAME, LABEL, SYSTEMS, ASSOCIATION, CRITERIA, TRIGGERS, ACTIVE, AUTO ATTACH, APPROVAL, CREATE DATE, MODIFIED DATE, CREATED BY, ACKNOWLEDGEMENT STATUS, and SURVEY STATUS.

NAME	LABEL	SYSTEMS	ASSOCIATION	CRITERIA	TRIGGERS	ACTIVE	AUTO ATTACH	APPROVAL	CREATE DATE	MODIFIED DATE	CREATED BY	ACKNOWLEDGEMENT STATUS	SURVEY STATUS
Harkin vs Sky Pink Legal Hold	Harkin vs Sky Pink Legal Hold	imanager	Workspace	Client = 32003 and Matter = 47956	Declare As Record, Make security as Read	Yes	Yes	Not Required	2021-06-15	2021-06-15	Sarah Tanswell	Open	Complete

For a closer look, visit [www.litera.com](http://www.litera.com) or request a demo.