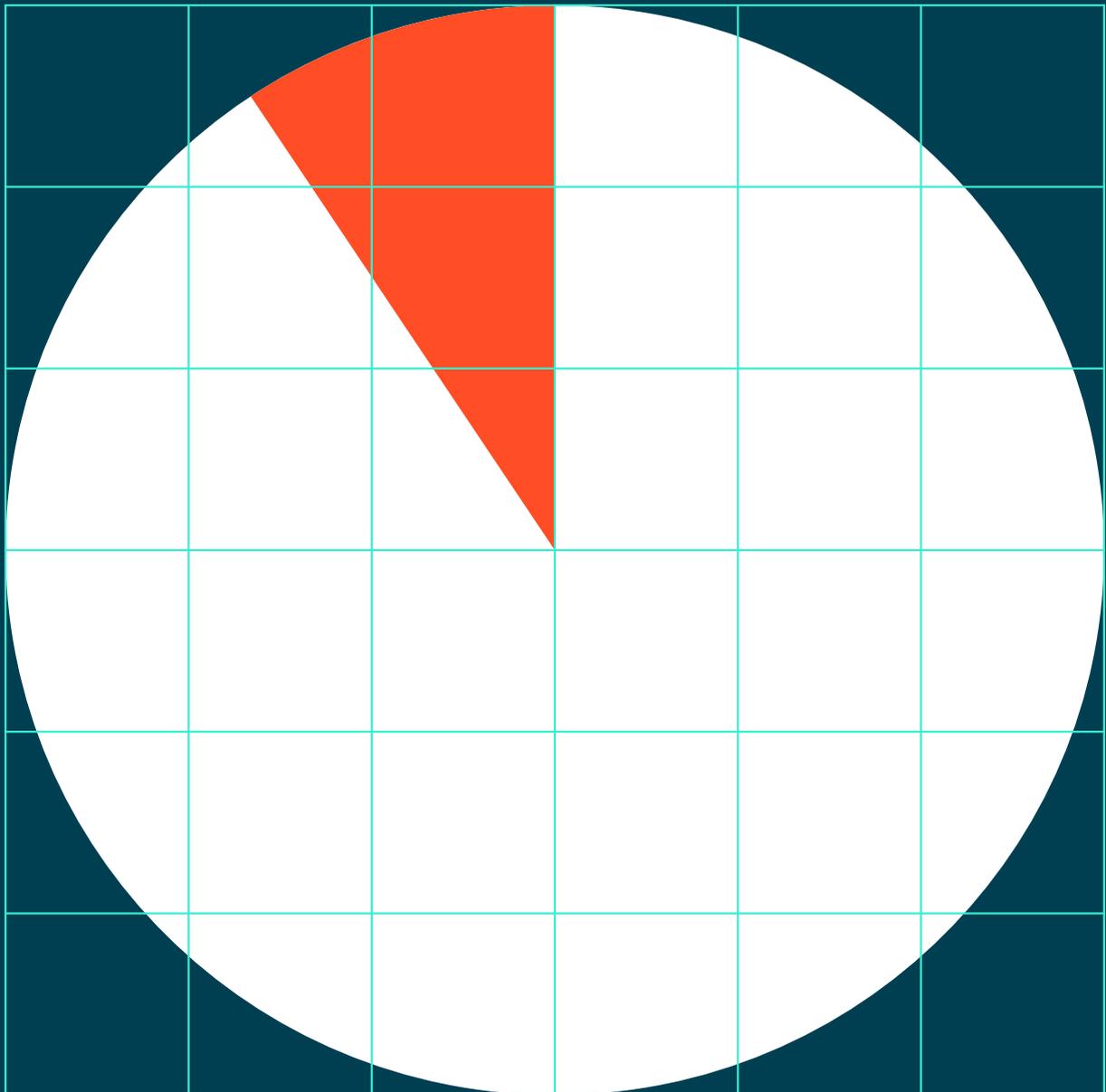


Key timings: Investigation matters



In this guide we explore key eDiscovery timings for lawyers to consider in investigation matters.

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Reading time	4 minutes	Page count	8 pages	Word count	569 words
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eDiscovery and peripheral workflow solutions can give lawyers a competitive advantage when managing the collection, analysis and review of data and documents, from the outset of their matters until the very end.

Understanding the key moments throughout the investigation process at which you should consider the use of eDiscovery technology and services will give you the maximum positive impact from working with your eDiscovery partner.

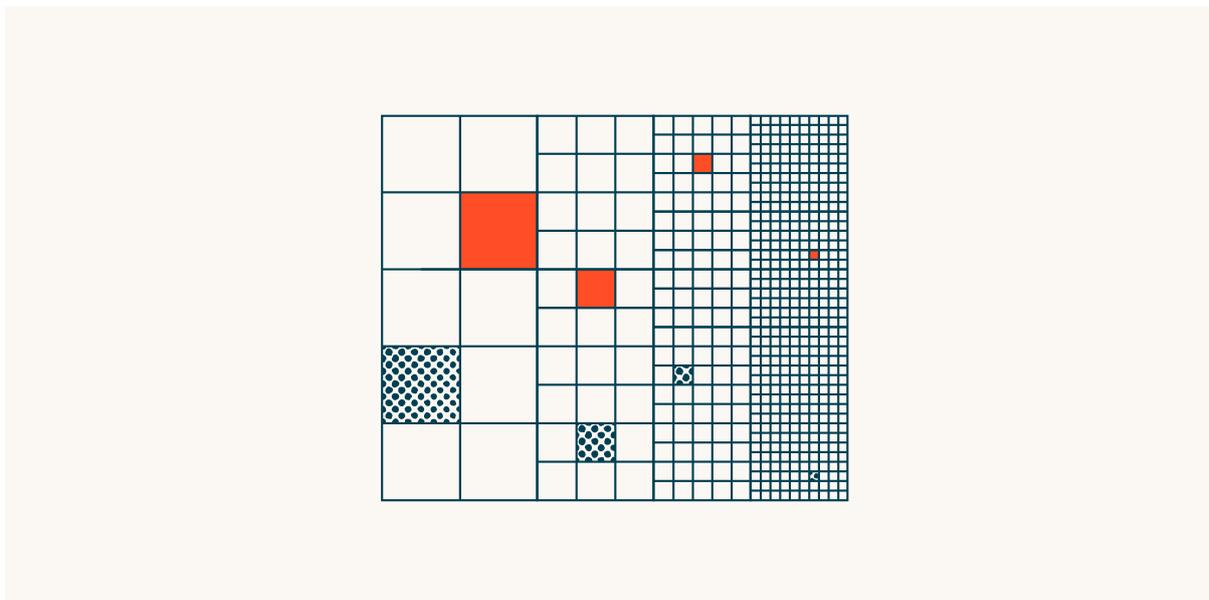
The key eDiscovery timings for investigation matters are as follows:

Incident response process review

Teams tasked to investigate incidents of any kind should ensure that their incident response process is effective, up to date and clearly documented. The process should include rules and workflow for the preservation, location, collection and analysis of data and documents once the team is notified of an incident.

Incident notification

Once the investigative team is notified of an incident, they should take steps to preserve the data subject of the incident to minimise the risk of information loss or contamination. Subject to the time allowed to conduct the investigation and the volume of documents involved, steps should be taken to extract the data in an accurate and defensible manner so that it can be reviewed in due course.



Defining investigation scope

The number of documents that may need to be reviewed can be potentially reduced with reference to the scope of the investigation. Various methods can be employed to highlight important data or remove irrelevant data from the review set.

Reporting requirements

Any documents reviewed using an eDiscovery workflow can be quickly and efficiently exported and hyperlinked to any references contained in the investigative report.

Subsequent legal or regulatory steps

Any investigative review needs to be conducted with the potential outcomes in mind. If the investigation relates to conduct that might later be the subject of legal or regulatory action, then the data and documentation needs to be managed so as to comply with the requirements of the relevant medium and jurisdiction.

Helpful resources

As specialists we continually invest in R&D and best practice so we can advise our partners with confidence. These insights culminate in [helpful resources](#) and [references](#) for lawyers and decision-makers.

Data Identification Questionnaire

Our questionnaire aims to help you quickly and accurately identify data potentially relevant to your matter. The information captured from key stakeholders will facilitate the development of a collection plan and enable its swift and defensible execution.

[Learn what to consider](#)

Practice direction by jurisdiction (Australia & UK)

Reference our index of all Australian and UK eDiscovery practice directions.

[Learn what to consider](#)

Learn more

Capturing critical document sources	↗
Managing stakeholder expectations	↗
Develop an appropriate review workflow	↗

Across hundreds of matter types in all sectors and jurisdictions, we focus on solutions and impact. Here is a selection of matters that may be relevant to you.

Relevant matters

Quickly collecting critical data

Dispute, Regulatory, Investigation, Locate, Collect

[Read](#)

Building a chronology in the review space

Dispute, Analyse, Review, Produce

[Read](#)

Preparing hyperlinked evidence quickly

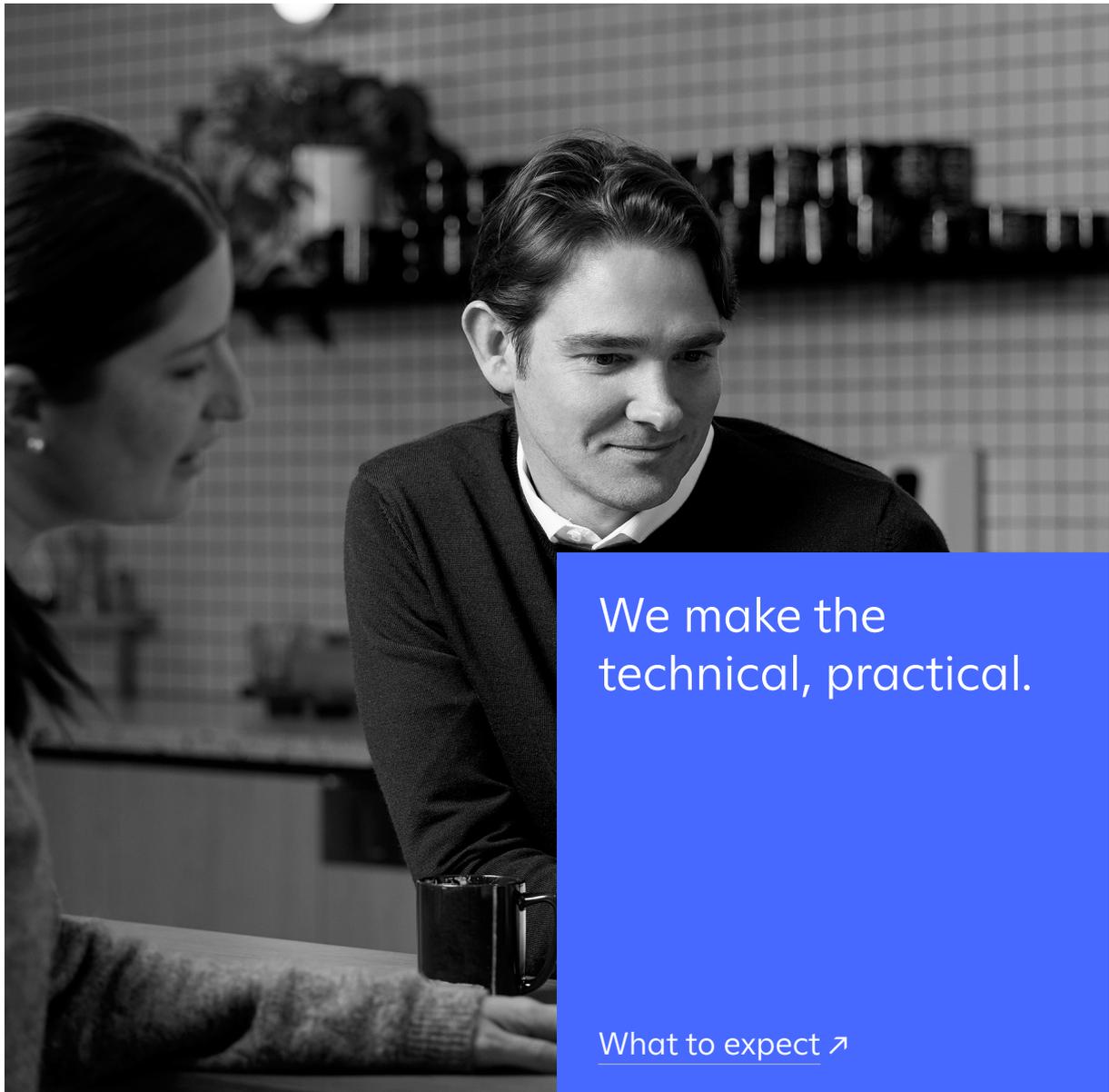
Dispute, Regulatory, Investigation, Produce, Sky Solution

[Read](#)

[View all solutions ↗](#)

You need a team with a balance of legal, eDiscovery and technology expertise, this is who we are.

Our expert team of lawyers and technologists are available to assist you with navigating all stages of your matter, from the first meeting, through scoping, to completion. We focus on technical solutions so you can focus on the law. Find out how we help.



We make the technical, practical.

What to expect ↗

