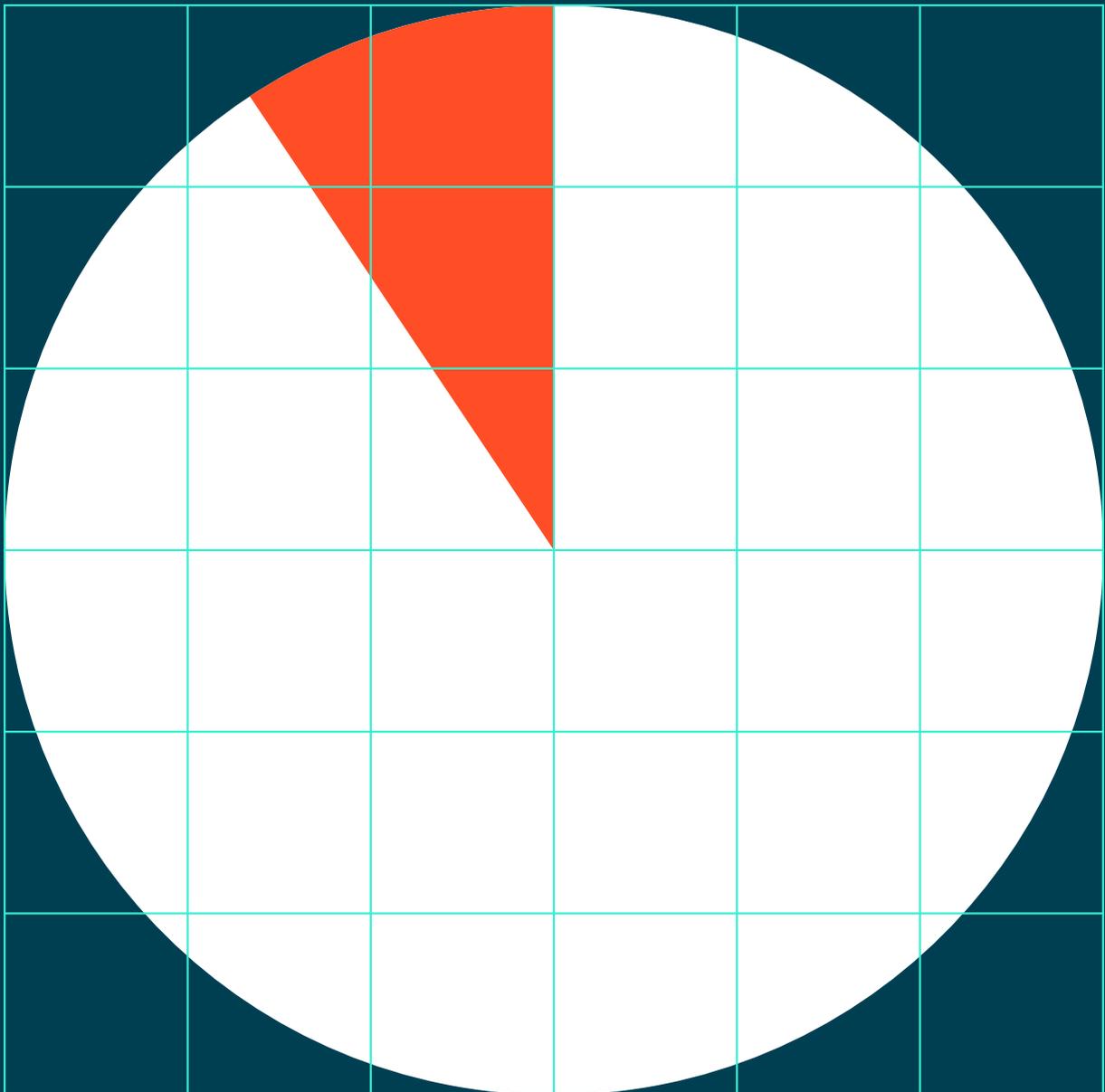


Key timings: Dispute matters



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

Introduction	3
Initial client meeting	3
Case mangement hearings	3
Formulating document exchange protocol	3
Quality assurance	4
Disclosure and discovery deadlines	4
Hearing preparation	4
Helpful resources	5
How we help	7

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Reading time	4 minutes	Page count	8 pages	Word count	785 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 dispute process at which you should consider the use of technology and services, will allow you to create the maximum positive impact from your eDiscovery partner.

The key eDiscovery timings for lawyers to consider in disputes matters are as follows:

Initial client meeting

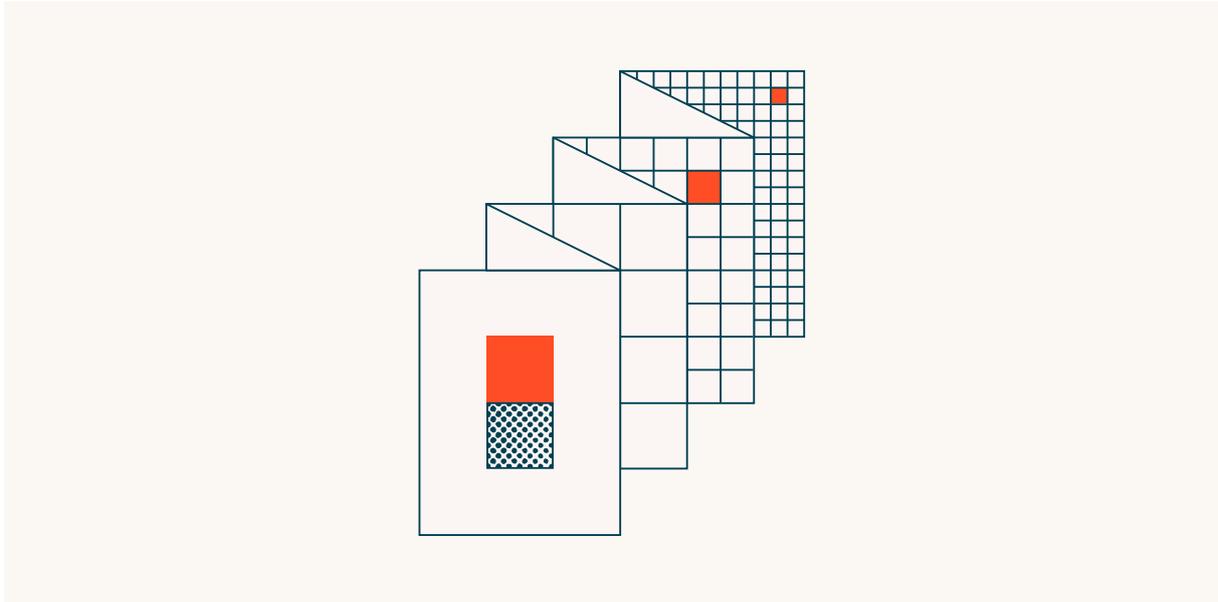
The client should be made aware of your use of eDiscovery services and the value it will bring to the dispute from the perspective of speed, efficiency, and risk reduction. As the volume and type of data and documents can have a significant impact on the cost and time associated with managing a dispute you should also have your client make some preliminary internal enquiries into the potential volume and types of data that might relate to the dispute.

Case management hearings

At the very least you will want to identify the volume and type of data that relates to the dispute by this point. Ideally, the data should have been defensibly collected from its source with preliminary analysis being run to determine overall impact on the ongoing dispute process. This analysis can assist in negotiating relevant deadlines and rules for managing data and discovery.

Formulating document exchange protocol

This is a critical requirement for almost all superior Court jurisdictions around Australia and considered best practice when utilising eDiscovery in any dispute environment. The protocol should always be drafted considering current best practice and the specifics of your matter – refrain from adopting template or historical protocols without the relevant updates.



Quality assurance

Where practicable, quality control checks should be completed throughout the review process, however, the mid-way point is a critical time to assess quality and avoid any surprises at the time of discovery.

Disclosure and discovery deadlines

It is important to ensure that your review is completed well in advance of any relevant discovery deadline so that there is sufficient time to run final quality control checks, update any inconsistencies and finalise the documents in accordance with the agreed exchange requirements. The eDiscovery process can also be leveraged to reduce the burden of reviewing incoming discovery.

Hearing preparation

You can utilise the eDiscovery platform and services to easily prepare hyperlinked and text searchable lists of documents, chronologies, witness statements, affidavits, and Court books, removing a large amount of the manual work associated with these preparatory steps and for future reference.

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](#)

Draft Exchange Protocol (Australia)

This reference is used by our teams on most disputes in most jurisdictions within Australia. The template provides a starting point for developing a protocol that governs the exchange of documents for Australian disputes.

[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

When to use eDiscovery services	↗
Reducing discovery obligation with another party	↗
Drafting effective exchange protocols	↗

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

Mitigating collection risk

Dispute, Regulatory, Investigation, Locate, Collect

[Read](#)

Negotiating a document exchange protocol

Dispute, Analyse, Review, Produce

[Read](#)

Preparing hyperlinked evidence quickly

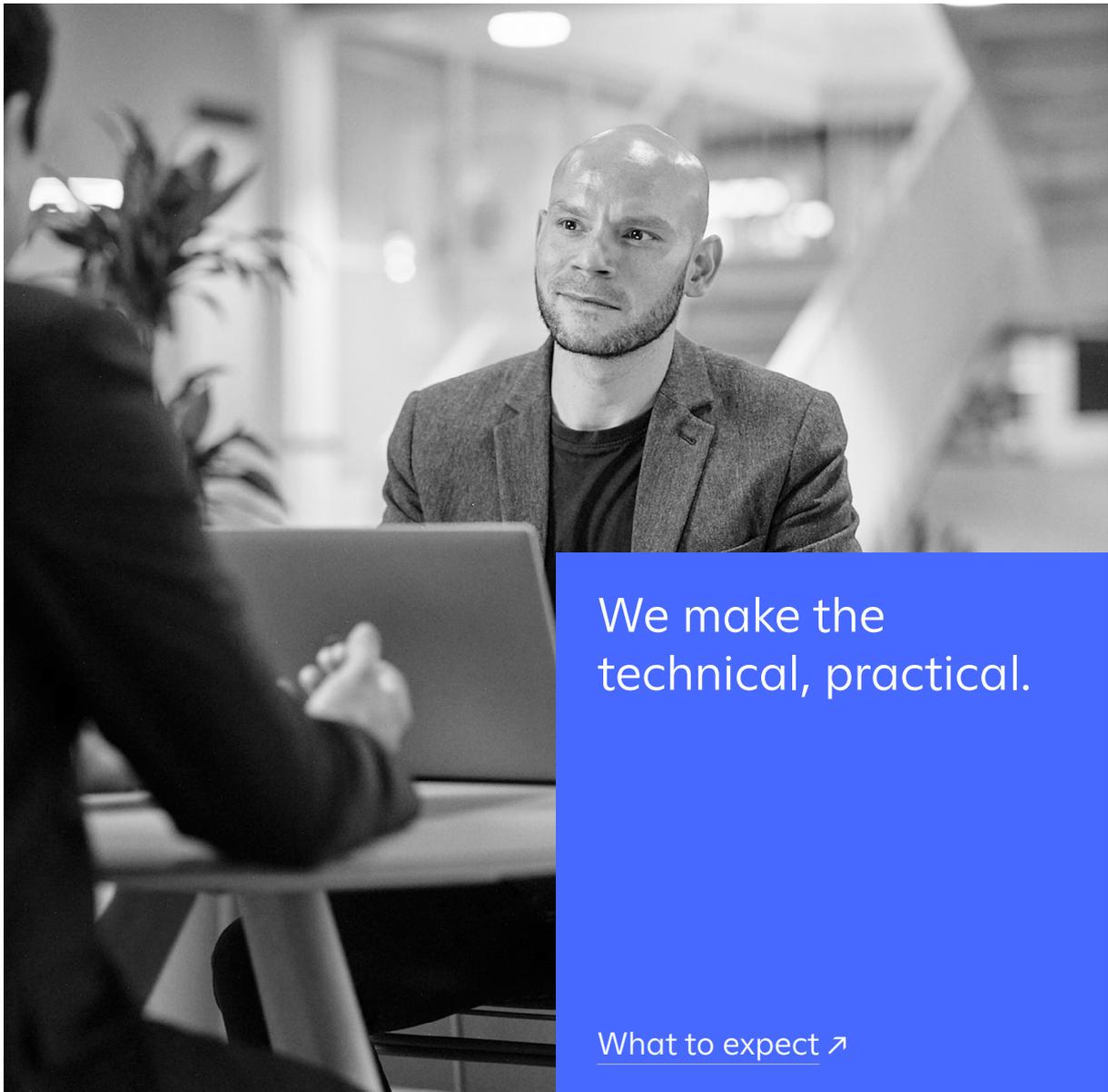
Dispute, Regulatory, Investigation, Produce

[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 ↗

