

Defensible | Efficient | Ready



Legal Hold Pro Is the Fastest Growing System For Legal Hold Notification and Compliance Tracking

- Defensible process for meeting your obligation for legal hold notification
- Streamlines workflow with templates and custodian interviews
- Embraced by Fortune 500, leading law firms and public agencies
- Secure, highly accessible and redundant data storage
- No software or hardware to install
- Easy to learn, no training required
- Affordable plans to fit organizations of every size

Start now.

Legal Hold Pro is a Software-as-a-Service (SaaS) system for automating the legal hold notification and compliance tracking process.

Failing to clearly notify custodians of their duty to preserve information in a timely manner and ensure their compliance can put your case at risk. Recent court decisions illustrate the impact of poor legal hold practices, including undue leverage for opposition, costly sanctions or losing cases.

In January 2010, Judge Shira A. Scheindlin issued a landmark opinion in *The Pension Committee v. Banc of America Securities*¹ in which she clearly reiterated the expectation that litigants issue *written* legal holds. She expressed her impatience for counsel not taking seriously the duty to preserve records and how failing to do so undermines the judicial process.

Legal Hold Pro helps organizations meet their duty to preserve. The system provides an easy, low-cost approach to issue and manage legal hold notifications and custodian acknowledgements. You can assure best practices for quickly sending a hold that fulfills a “good faith” and timely approach while documenting your preservation efforts.

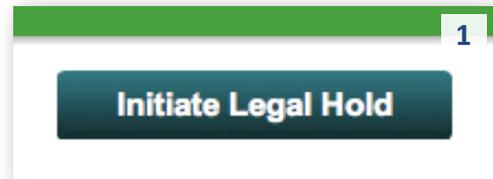
Custodian notification and compliance is automatically recorded with a time stamp for a complete, defensible audit trail. Reissuing a hold on a regular basis can be accomplished in seconds, and identifying lack of acknowledgements and taking action to resolve issues is more manageable. When it is time to produce a record, you can do so with one click.

¹ *The Pension Committee of the Univ. of Montreal Pension Plan, et al. v. Banc of America Securities LLC, et al.* Amended Order, Case No. 05-cv-9016 (SDNY Jan. 15, 2010)

How Legal Hold Pro Automates the Notification Process

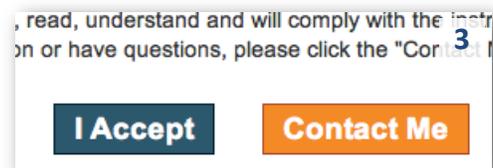
CREATE – Initiating a new legal hold

- Click “Initiate Hold” and a new form opens [1]
- Enter names of hold administrators and notification recipients (custodians and cc recipients)
- Input the contents of the legal hold notice and attach any additional documents [2]
- Use templates to reinforce a repeatable process and speed implementation
- Click the “Send Hold” button



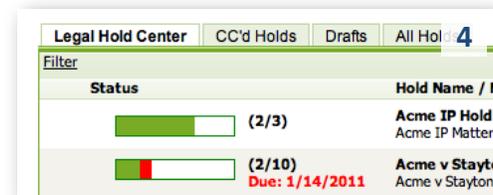
MANAGE – One-click responses by custodians

- Custodians will receive a professionally formatted email telling them their action is required
- By clicking on the embedded “I Accept” or “Contact Me” buttons, custodians will acknowledge receipt of the notification [3]
- Custodian interview questionnaires can be included to solicit additional feedback
- Hold administrators can easily send routine reminders to past due recipients



TRACK – Dashboard updates in real-time

- The Legal Hold Center displays the current status of acknowledgements for each legal hold and alerts administrators if attention is required [4]
- All actions associated with sending, acknowledging, updating, reminding and releasing a hold are automatically tracked



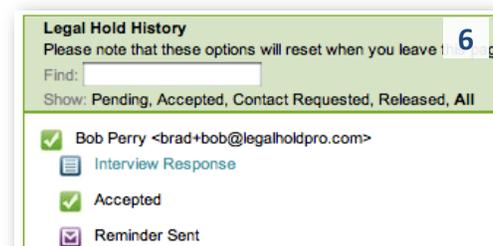
REMIND – Simple process to reissue hold

- Ensure best practices by sending periodic reminders to active custodians
- Revise and reissue a hold easily, with all versions tracked by the system [5]



DEFEND – Produce a detailed audit trail

- All the information is saved in a single database and a complete audit trail prepared instantly as a printed report or export to Excel [6]



Visit www.teris.com or call 888.99.TERIS for more information!