

Venio Legal Hold

Track
Acknowledgement



Create Notification
Templates



Support Microsoft
Teams and Slack



Send Automatic
Reminders



Key Benefits

Provides Accurate, Reliable, and Defensible Legal Hold Process

- Simplifies error-prone process
- Maintains attention to detail
- Meets critical deadlines

Streamlines Workflow and Controls Spend

- Saves hours of manual work
- Covers the entire legal hold process
- Keeps you up to date on progress

Delivers Future-Proof Investment

- Scales to any number of cases or holds
- Bridges to full end-to-end eDiscovery
- Available as SaaS or on-premise

Comprehensive, Reliable, Automated Legal Hold

Modern matters require you to work with hundreds of custodians, petabytes of data, multiple data sources such as Microsoft Teams, Slack, Twitter, and Zoom, and even hand-written notes. The fact that some custodians may no longer be with the firm makes the situation even more challenging. These requirements make the traditional spreadsheets, emails, and legacy tool-based legal hold strategies unreliable, complex, and very slow.

Venio Legal Hold is a comprehensive, reliable, and intuitive product to automate your entire legal hold process. Designed for Litigation Directors, Paralegals, and IT managers, Venio Legal Hold comes with all the key capabilities, such as notifications, alerts, reminders, custodian management, and more. Out-of-the-box support for all modern data types, including Microsoft Teams, Slack, Twitter, Facebook, Zoom, and many other platforms in use today, makes Venio the best-in-class solution with advanced capabilities for a robust and defensible legal hold process. Because it is built on Venio's AI-driven platform and unified data layer, Venio Legal Hold has seamless integration with Venio's end-to-end eDiscovery and can be used as a SaaS solution or deployed on-premise.

Key Features

Microsoft Teams and Slack Support

As corporations move toward automation and BYOD, more and more critical data relevant to the case resides in the modern cloud, chat, and collaboration tools. Venio Legal Hold provides users the full capability

to process a complex variety of data sources, including Microsoft Teams, Slack, Facebook Messenger, Zoom, Twitter, and Cellebrite, ensuring that all data is under the users' control.

Automated Notifications and Reminders

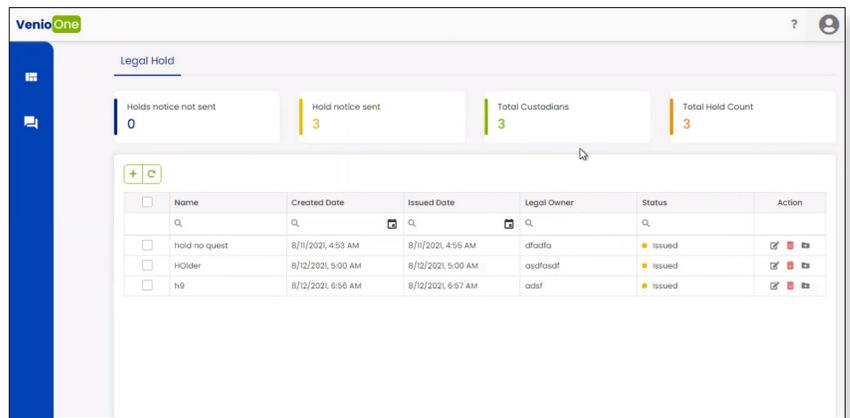
A major feature associated with legal hold is how the system can automatically notify custodians at every point in the legal hold process. From the initial notification to reminders to closure, Venio Legal Hold uses scheduled notifications to automatically go out at specified times. If custodians fail to respond to notifications, the system sends automated reminders to the specific custodians often enough to compel a response but not so often as to overwhelm the recipients.

Notification Templates

Manually creating unique communications for every case, hold, and custodian type is error-prone, expensive, and time-consuming. Customizable notification templates are also critical to gaining an efficient workflow because they ensure accurate legal hold details are properly communicated. Venio Legal Hold comes with multiple templates for each notification type; templates for all phases of the legal hold lifecycle are available. Custodian reminders, attachments, and legal hold question requests are also part of the Venio Legal Hold template arsenal.

Dashboard

The Venio Legal Hold dashboard is both functional and intuitive, allowing you to easily drill into custodian details and acknowledgment results. Legal hold administrators and users can quickly answer questions about the total hold count, total holds not issued, and total custodians. They can then even drill into the status of each individual custodian.



<input type="checkbox"/>	Name	Created Date	Issued Date	Legal Owner	Status	Action
<input type="checkbox"/>	hold no quest	8/11/2021, 4:53 AM	8/11/2021, 4:55 AM	dfadfa	Issued	  
<input type="checkbox"/>	HOlder	8/12/2021, 5:00 AM	8/12/2021, 5:00 AM	asdfasdf	Issued	  
<input type="checkbox"/>	h0	8/12/2021, 6:56 AM	8/12/2021, 6:57 AM	asdf	Issued	  

Custodian Management

Custodian management is vital to keep the notification process operating at maximum efficiency, and being able to easily add, remove, edit, and delete custodians is a fundamental part of that process. Venio Legal Hold lets custodians answer key questions using convenient templates, and their answers are automatically tracked and recorded. Custodians can also access real documents regarding the hold, keeping all parties informed, and all progress is tracked on our intuitive dashboard.

Status Updates and Reports

Every touch point between the custodians and the Venio Legal Hold system is recorded and reported upon. From the initial notification to acknowledgements to reminders to questions answered to legal hold closure, each point is tracked in meticulous detail. Reporting and status updates enable you to stay in control of the process to avoid court sanctions and ensure that you defensibly execute the legal hold.

Flexible Deployment Options

Whatever the technical infrastructure required, Venio Legal Hold provides best-in-class flexibility. Deployments of on-premise servers, Venio SaaS services, or hybrid cloud offerings can easily be accommodated by Venio Legal Hold.

Option to Upgrade to End-to-End eDiscovery

Whether Legal Hold is an area that current eDiscovery providers do not handle or if you're looking to bridge the gap into a full, end-to-end eDiscovery solution, you can rest assured that an investment in Venio Legal Hold is long-term. Upgrading from the standalone version of Venio Legal Hold to full eDiscovery couldn't be simpler, and the user interface remains consistent and intuitive.