

FOIA Case Processing

Many FOIA programs are overwhelmed by the sheer volume and disparate types of data, including increasing amounts of audio video data. Many agencies rely on just a few trained FOIA experts to collect and load data, while complicated technology and high turnover create bottlenecks. Everlaw's cloud native, integrated processing technology is secure, scalable, accessible for any modern web browser and easy to use. Almost anyone can be trained to upload and process data in Everlaw within a matter of minutes, and our processing speeds and diverse data type support mean FOIA data will be up and available for searching and redaction faster than ever.

Project Templates

Creating and configuring new FOIA cases on Everlaw is a simple, straightforward process. Project templates streamline project creation by allowing admins to clone the general settings, specific objects, and administrative functionality as well as include project users from previous cases as they start a new FOIA case on the platform.

Data Uploads and Cloud Connectors

Everlaw has API connections to a variety of cloud storage applications including ShareFile, Box, SharePoint, GoogleDrive and more. Users need only log into those applications using their regular credentials and they can pull files (zipped or unzipped) directly into Everlaw for processing. Additionally, Everlaw has an O365 API that allows users with Global Administrator permissions to collect their agency's O365 data by custodian or data range from OneDrive, Teams, Outlook or Calendar for Everlaw processing.

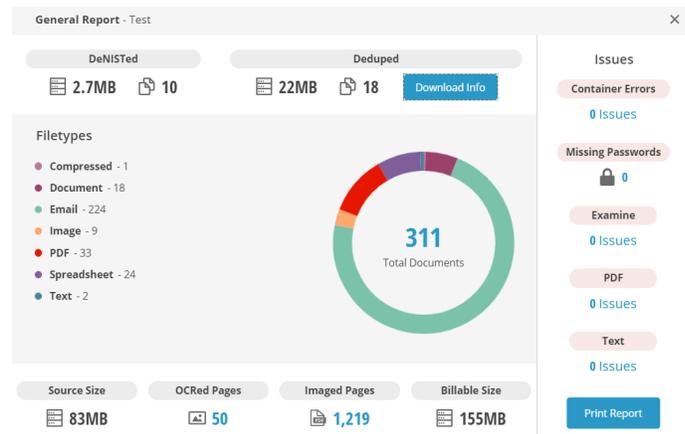
Native Processing

Everlaw's three step, wizard driven process makes the traditionally complicated workflow for processing very simple, and our upload reports ensure transparency. Everlaw supports a [wide variety](#) of data types including MBox, PST's, most common A/V files, E01 forensic files and chat files (such as iChat and Teams). There is a 5TB single file limit for upload and processing and no theoretical upper limit to the amount of data that a user can upload and process to Everlaw. Multiple users can be processing data on a single FOIA matter from multiple locations without any impact on system performance. During processing, Everlaw automatically converts most files into searchable PDF format, and OCR's files without extracted text. Additionally, Everlaw creates searchable transcripts for A/V files (that can be redacted along with the video files during the redaction phase). A frequent complaint

amongst FOIA teams has been the inability to effectively deduplicate - with Everlaw, users can select to deduplicate globally or by custodian. We also automatically deNIST, thread emails, identify near duplicates (which are viewable during review) and identify foreign languages. All of these things happen while we maintain industry leading processing speeds often between 500-900k documents per hour.

Reporting and Collaboration

Every processing job completed in Everlaw generates a card that will be preserved in the FOIA matter until its conclusion. This card contains important details about the data set including a detailed breakdown of the data types, any errors, the total size, a report of deduplicated documents and a report of deNISTED files. This card is visible to anyone with the appropriate permissions, creating transparency and ease of communication around data sets in FOIA matters.

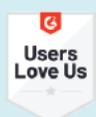


The Everlaw platform also has secure, in-platform messaging, which empowers users to transmit documents, searches, and questions or information about FOIA matters to each other all within the boundaries of Everlaw's FedRAMP'ed GovCloud hosted environment. Users are able to enable notifications to their external emails as well.

Export and Production

At the conclusion of a FOIA matter, agencies will have a variety of packaging options for their redacted data sets. This includes the ability to export fully searchable PDFs, TIFF or color JPEGs. Document sets can be exported as a single zipped PDF or as multiple PDF. Natives, images, and text files can be exported as desired as well. Image stamping on all five quadrants of the documents is available and media transcripts can be exported in text format. Everlaw provides an easy to use drag and drop interface for creating metadata load files, Vaughn indices or privilege logs. Productions can be shared via direct download, SFTP, emailed link or email.

We look forward to exploring this topic in more detail during the Chief FOIA Officers Council's NextGen FOIA Tech Showcase. To learn more about Everlaw, please visit www.everlaw.com or view our short [video on matter management](#).



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