# **ELM Integrated Legal Hold**

ENTERPRISE LEGAL MANAGEMENT

Manage the entire legal hold workflow between your team and all custodians. Simplify management using robust capabilities such as automated notification schedules, create and preview email notifications, and choose which custodians to communicate with. The fully-integrated Legal Hold Module in Ascent ELM™ takes the guesswork out of the workflow and ensures full compliance with every aspect of the legal hold process.

The comprehensive Legal Hold component is integrated with the Ascent ELM's Matter Management, providing seamless notifications, acknowledgments, surveys, and activity tracking. All Legal Hold information is available in real-time, indicating a complete status of the Legal Hold and all Custodian activity.

## Integrate and manage all legal hold tasks within Ascent ELM™



Create and schedule email notifications including initial notice and friendly reminders



• Send escalation emails to supervisors of unresponsive or non-compliant custodians



Easily release a legal hold and track its activity throughout its lifecycle



• Communicate effectively with multiple groups of custodians

## Ascent ELM™ Legal Hold delivers all-inclusive capabilities:

- Surveys, survey question libraries, and templates
- Automated notifications, escalations, and reminders
- Ad hoc and scheduled custodians activities, as well as activities for individual custodians
- Email notifications templates for initial, reminder, escalation, re-issue, and release content
- Flexible and configurable security for outside counsel access to initiate and maintain legal holds

### View all Legal Hold status information at a glance:

K C I > M						Page 1 of 1 Go Page size 17 Change							
Legal Hold Id	Legal Hold Name	Matter Name	Matter Number	Legal Hold Status	Initial Notification Date	# Active Custodians	# Notices Sent	# Notices Acknowledge	# Surveys Sent	# Surveys Completed	# Notices Escalated	Total Custodians	# Released Custodians
9025	testing no matter number	Skyview	1631361	Issued	11/25/2015	5	5		5			5	
1021	New Kay Legal Hold	Smith v. Corp Client	1000688	Issued	11/25/2015	13	13		13	1		13	
22	Bruce Legal Hold	Jun Etiot	2291583	Issued	15/19/2015	5	5	1	5	1		5	
29	Kay's Legal Hold	Skyview	1631361	Issued	11/18/2015	7	7	3	9	2		11	
19	Carrier's Legal Hold	Skyview	1631361	Issued	11/18/2015	5	5	2	5			5	
17	Newly created legal hold for Skyview	Skyview	1631361	Issued	11/18/2015		- 6	3	7	3		7	. 1
15	Testing email to more than 200 custodians	Skyview Lit #1	2200432	besed	15/16/2015	230	230	119				231	
12	Legal Hold Test with over 200 custodians	Skyview Immigration	2201610	Issued	19120015	231	231	118	0			231	
10	Empty Skyview	Skyview	1831361	Issued	115/2015	. 1			0			- 1	
	New Bruce Banner Legal Hold	Bruce Banner Med Mai Case	2201599	Issued	11/5/2015	13	12	- 6	12	1		13	
1	second lest for dave	Cheryl Jones v. Oxford University Hospital	2200012	Insued	15/4/2015	6	4	,				6	
7	Tom's sample legal hold	John Doe Sto-Fall Claim	2200115	Issued	1540015	4	4			1			

#### View all Custodian status information at a glance:

Search Select Report.	-						
gal Hold Statum Intend Current	Custodian Notified Water: 57	Current Acknowledgement Stature 1/1	Makes 17				
telete Lagel Held   Toron Lage	of Hold - Referen Lagar Hold - Re-toron Lag-	Final					
Lead Hold belongston 8	tennilen Curtofara Consumusio						
Legal Hold Selementon B	lemnders Controllers Communication	ns Surveys					
Add Easting Co.	studies (repts New Control						
Custodian	Enal Address	Automatic Notification Compilians	East Action	Let Artist Sale		Communication	After
fun. Sebess	kryani@doelegal.com	Otense Otense Otensen	bound	E2-Au-2015 32-04-50 PM		63	Contraction Cystians
Barro, Carrie	crosso@doelegal.com	□ Narrana □ Namina □ Basalatan	Resert	95-Nam-2015 29-03 13 PM			Contradion Options
Cooper, Rich	кинфефенную син	District District Discount	Connect	96.40=2015-01-07-54.40F			Custodan Options
TORIN, NAME	and implement con	Discous Discoul Discours	Release	36-Nov-2016-01-07-28-46E	×	08	Contraction Options
Loss, John	(Imp@domingst.com	Otenia Otenia Otenia					Custodian Options
Eros, Calle	constitution con	Disrocus Olsmon Obsosion	Resert	36-Nov-2010-03-07-02-AM			
Seconda, Arthury	интиголофонеци сип	Chrone Chance Chancon	Survey Annument	25 Nov-2015 34 63 45 PW			Add Comment Release Custodian
100arm. Cites	eutlans@dainpi.com	Discous Discoul Discount	Survey Annesed	\$3.40±2016 14.11.57 AM			Re-coue histor Secondar history
Sierres, Esce	Munren@tielegil con	Chrose Cherce Chapter	bood	\$2.60m.2015.32.04.01 PW			Acknowledge Notice on Be
Laure, Glenda	stransfermation	Daniel Daniel Daniel	Serve tensered	06.0m-2016.02.07.03.00			Excelore To Manager

