

ELMS Early Investigation Service Line - Insolvency



Enhanced Litigation Management Solutions

The Early Investigation Service Line lets insolvency practitioners easily and cost effectively carry out investigations of a company's documentary material (small or large volumes) with all the advantages of a powerful search engine and AI to deliver a targeted approach and outcomes.

Use it When

- Investigating company records into director conduct.
- Analysing company records in relation to irregular matters, potential offences, debts, claims and complaints.



Common problems locating and investigating a company's documents without the Early Investigation Service Line include:

- 1 having to conduct the same searches across multiple sources, such as emails, network drives and databases;
- 2 not all of the documents are fully text searchable, making the searches unreliable;
- 3 depending on the company's internal systems, you may not be able to easily search across document sets;
- 4 you cannot easily track what has been reviewed, so you may review the same document more than once;
- 5 you have no means to deduplicate the set of documents, leading to multiple reviews of the same document;
- 6 you cannot easily sort all documents chronologically to review them in date order;
- 7 you cannot easily filter the documents into categories to assist with locating critical documents;
- 8 your systems may have no AI tools to assist you identify near duplicates or documents with similar concepts; and
- 9 sharing multiple documents with external parties is time consuming and at times difficult.

THE EARLY INVESTIGATION SOLUTION

You identify and collect the documents or document sources which require investigation.

If needed, **ELMS** can help you collect the documents without altering the metadata of each file (in case those files are needed later for litigation).

ELMS ingests the documents into an eDiscovery database where we deduplicate the documents and make them fully text searchable.

ELMS trains you on how to use the eDiscovery database.

You carry out the searches and use the analytical tools to identify critical documents. **ELMS** can assist with this task if required.

ELMS have set up workflows in the eDiscovery database which help you track what documents you have reviewed.

You can ask **ELMS** to provide access to the documents or subsets of them to external parties such as external lawyers, barristers and experts.

Once the review is complete, **ELMS** can:

- continue to hold the documents in the eDiscovery database for later use;
- prepare a subset of the documents for you in a fully hyperlinked text searchable PDF solution;
- remove the documents; or
- put the documents in archive mode.

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