Checklist: Readying Your Firm for In-House eDiscovery

Understanding your firm's discovery landscape means thoroughly understanding the scope of how eDiscovery projects are currently handled at your firm. This checklist will help you complete a quick audit so you can evaluate how close you are to being able to bring eDiscovery in-house.

Here's your checklist to get you started on your audit:

- [ ] Evaluate how each practice area in your firm manages eDiscovery currently.

- [ ] Identify *where* they are handling these tasks (i.e., with a vendor, in-house).

- [ ] Find out if any technology is being used. And if so, what does that tech stack look like?.

- [ ] Discover if any projects are being left *entirely* to a vendor to manage. How many vendors?

- [ ] Determine what, if any, tracking options, workflows, or metrics are currently in place.

- [ ] Ask colleagues if any internal resources are already optimized for profitability.

- [ ] Research what your clients are used to spending or common rates they encounter.

- [ ] Identify if there are ongoing projects that represent potential lost revenue for the firm.

- [ ] Determine if your department is overbuilt to handle small matters.

- [ ] Consider if a strategic partner could fill the scalability gap while preserving the firm's control.

- [ ] Get a temperature check from management and top litigators about how open they are to talk about eDiscovery profitability. (Note: You will need an internal champion for the program.)

After auditing your eDiscovery reality, you can better assess the potential demand for an in-house eDiscovery service and its capacity to generate new revenue. This analysis is essential for knowing what to build and how to tailor your resources for maximum impact and create your profit center.

Want a deeper dive? View our webinar, "How to Turn eDiscovery Cost into eDiscovery Profit", On Demand now.

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