

# Basic Steps In E-discovery Preparation: Creating The Team And Knowing When To Pull The Trigger

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January 3, 2011

This article examines the challenges that corporations face in identifying, preserving, collecting, reviewing and producing electronically stored information in civil litigation ("e-discovery"). It addresses two cost-reduction techniques that can be put into place before the litigation begins. The authors discuss creating an e-discovery team and set forth triggering event guidelines to follow when an obligation arises so that electronically stored information is preserved.