

# Orrick, Herrington & Sutcliffe LLP

*"We handle thousands of documents in any given case. This kind of volume demands a powerful solution. Concordance excels at managing the firm's litigation data."*

—Bill Moore, Practice Technology Specialist

## Managing Millions of Documents

In trial a critical document can make or break a case—a witness's deposition, a signature on a contract, a dated memo. Because far-reaching and costly decisions can hinge on such details, managing these documents and finding the right one in an instant is integral to winning cases.

"Using traditional document access methods was slow, costly, and prone to human error," notes Bill Moore, Practice Technology Specialist for Orrick.

"Our firm required a solution that was both smart and fast to handle the high volume of documents that flood our offices simultaneously for each case. We also needed to share them globally across our organization. With Concordance™, Concordance™ Image and Concordance™ FYI™ we can access hundreds of thousands of pages in seconds, pull case-critical details in real-time, and present them to decision-making juries on the spot."

## Finding the Right Fit

"Gaining fast, efficient access to critical information is our driving force, both among our clients and here at the firm," states Moore.

"We have an extensive library and a highly trained staff of paralegals, librarians, computer experts, and litigation-support personnel, as well as a strong commitment to information technology." The firm tested other discovery management products but found Concordance and Concordance Image to be the superior choice.

"Concordance is a highly focused text database management program that features sophisticated text search and retrieval functions. It is designed to accommodate text as it exists—depositions, memos, e-mails, diagrams—in any format."

Moore adds, "Concordance supplies a rich set of search operators that provide unparalleled flexibility in its search language."

## The Team Approach

Finding an easy way for legal experts in remote offices to access and comment on case details can be a challenge for any firm. At Orrick, the attorneys often need to share knowledge and information, in real-time, around the globe and in multiple practice areas.

Good thing they have Concordance installed internally and Concordance FYI for remote data access. Regardless of location, the software's tagging, annotation, and notes features make it easy for them to contribute their thoughts and insights on a case.

## Company Profile

Orrick, Herrington & Sutcliffe LLP owes its reputation to the character, integrity, ability and entrepreneurial spirit of its lawyers and staff, starting with founders Jarboe, Goodfellow, Eells and Orrick, and continuing to this day. Since their beginning in San Francisco in 1863, Orrick has dedicated itself to two interdependent goals: serving their clients and building an enduring institution. Today, they have 900 lawyers in 13 practice areas and 18 offices worldwide working together to pursue these objectives.

*For more information visit [www.orrick.com](http://www.orrick.com)*

“By just clicking in a transcript’s margin an attorney can make a quick note, an issue code, and even hyperlink to attachments or Web pages. They can also reference, view, and build on previous queries so a useful dialogue builds the case between colleagues—even half way around the world,” relates Moore. The annotation feature is available throughout the entire database so specific blocks of text in documents and OCR data can also be issue coded for future reference. The tagging and multi-level foldering feature lets each attorney maximize his or her contribution to the case by grouping records into categories, such as “privileged” or “discovery.” Bill agrees, “Tagging gives us tremendous flexibility and precision, and helps promote a strong team approach to litigation.”

## Quick and Easy to Learn

Along with his other duties, Bill is also responsible for ensuring that the firm understands how to use the software. Faced with training new users to effectively search, retrieve, and apply notes to the database, he finds Concordance extremely user and trainer friendly. “I’ve tested other database retrieval products and the Concordance interface provides the quickest, most intuitive learning. It’s very easy for our staff to figure out and use. Form Search, for example, is one of the features that makes it simple for the legal staff to find specific words or documents the first time out.”

“Working in tandem with Concordance, Concordance Image has proved equally vital. Our attorneys rely on visual aides a great deal at trial. We use it extensively so images can be located and displayed quickly as evidence for a jury.”

One of the features Bill finds most valuable in Concordance Image is the Production Wizard. “I’m able to electronically produce with simple, straightforward steps, a document population of hundreds of thousands of pages. The production log is also written back to the database. So you can see what a tremendous time and cost-savings this tool provides.”

## A Winning Case

For Orrick there is no doubt that the software has paid for itself many times over. The increase in efficiency is particularly evident when doing fast, full-text searches for case-critical evidence in depositions, transcripts, and document productions. The use of this technology not only makes the lives of the legal staff easier, but also packs a powerful punch in the courtroom.

“Overall, the Concordance family of products have increased our efficiency and flexibility by locating items with ease and accuracy, and allowing us to add additional data as the case evolves – production numbers, exhibit numbers, confidential attorney notes and more. It also helps us control the cost of litigation by easily organizing very large populations of documents. Without Concordance this would be a cumbersome and costly process. It’s an extremely useful product and I would highly recommend it for any legal firm that handles litigation.”

## About Concordance

Released in 1986, Concordance was the first litigation document database software developed for the PC. Today it is favored by AmLaw 200 firms, the FORTUNE® 100, and the USDOJ, and sets the industry standard for high quality, flexible litigation support software. Concordance, Concordance Image and Concordance FYI work together to enable litigators to identify, organize and produce critical documents in litigation from anywhere. For more information contact us at 310.471.3414, [concordanceinfo@lexisnexis.com](mailto:concordanceinfo@lexisnexis.com), or [www.lexisnexis.com/concordance](http://www.lexisnexis.com/concordance).

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