

Q: What does earlyCASE analyze?

A: earlyCASE looks at the file metadata as well as the internal metadata within office documents and emails and organizes it into a database and reports. This includes processing Microsoft PST's, extracting and analyzing email attachments, etc. This information is in a form that you can easily see the dates, types, custodians, etc. related to the data analyzed. The professional analysis builds on top of this with generating hash values for all of the documents and emails and gives you visibility to duplicate documents, emails and attachments.

Q: How can you offer this for FREE?

A: The cost of earlyCASE is partially covered by the contribution of our sponsors. There message and content (ads) are shown inside of the earlyCASE application while your ESI is being analyzed. Links to these sponsors are shown in various places on the reports that are created.

Q: What is the "Professional" version?

A: The professional analysis includes extracting and analyzing the contents of containers (Zip files, etc.), Generated Hash values for the files, emails, etc. and isolates the documents that are exact duplicates. With the professional analysis there are also 8 additional reports created.

Q: Can I add data to a matter?

A: Yes, you have the option of adding (selecting files and folders) at several places in the earlyCASE application. When you add data, the additional data is Analyzed (ie. Run) and the results are added to the database and associated reports for that matter.

Q: How long does it take to run the Analysis?

A: Because the documents, emails, etc. NEVER leave your computer the analysis is very fast. The earlyCASE application comes to the data. The metadata is read and added to the database; files are not moved or copied during this process. The faster your computer, the faster it runs. Generally speaking the analysis takes about 7 minutes per Gigabyte (about 8 Gigabytes per hour).

Q: How does earlyCASE handle foreign languages?

A: earlyCASE use Unicode type for all data and can handle all languages, including Asian languages. To view some of these characters you will need to install the language packs to be able to view and print these characters. Even if you have not installed these languages, the information is correctly extracted from the metadata and stored in the database.

Q: Is any confidential or privileged information on any of the reports?

A: No, the reports are all summary in nature and none of the details of any of the documents or emails are on the reports. What you do with the reports is totally up to you, none of the document details or the reports are stored on our servers.

Q: What do you store on your servers?

A: We keep track of when you logon, the basic matter information and some usage stats on what was analyzed to help us track how people are using earlyCASE, the speed, etc. Again, NONE of the document details or the reports are written to or stored on our servers.

Q: Can you run it from other countries or where privacy is an issue?

A: Yes, by design earlyCASE can be run from anywhere in the world that Internet access is available. Because NONE of the documents are transmitted anywhere and the application is very compact (installs quickly) so even a slow Internet connection is OK.

Q: What is the difference between earlyCASE analysis and Electronic Discovery (E-Discovery)?

A: E-Discovery generally adds several additional steps beyond what earlyCASE does. Full text extraction, password cracking (protection removal), converting native documents to Tiff or PDF images are often features that are considered part of the E-Discovery process? earlyCASE focuses on organizing the data in a form that you can establish clear boundaries of what should be filtered or culled out before the data is subjected to E-Discovery processing and attorney review.

Q: What types of HASH values are generated?

A: The professional analysis gives you the option of generating a MD5 Hash or a SHA1 hash for use in detecting duplicate documents. The MD5 (128 bit) method is more commonly used and takes less time to generate than the SHA1 hash (160 bit).

Q: Can I access the Metadata and document details?

A: Yes, the metadata and document details are stored in a Microsoft Access database that is created on the machine that you ran earlyCASE from. You will need to have Microsoft Access 2003 or later installed to open and access this information. Internally, the database has reports and forms already created for you to be able to immediately access and understand the database. You can create your own reports if you need to, as well as export data from this database to Excel or other applications.

Q: If I run the Basic Analysis, can I upgrade to Professional Analysis after the fact?

A: No, some of the Professional analysis processes are not run when you elect the Basic Analysis. To switch to the Professional analysis you will need to re-run the data electing the Professional analysis at run time.

Q: How are Microsoft PSTs handled?

A: earlyCASE has the ability to read into PST without disturbing it, extracting metadata on messages as well as attachments to email messages. The Basic Analysis fully analyzes Microsoft PST contents. If you elect to run the Professional Analysis, you get to see and understand how many duplicate email messages and attachments as well.

Q: Are Lotus Domino / Notes NSFs handled?

A: NSF files are shown on the file type summary as well as the container reports. Presently earlyCASE does not extract the metadata and attachment information for the contents of Lotus Notes / Domino NSF files. Handling NSF is currently in development and when released will be included in the Professional analysis.

Q: How are Zip files handled?

A: Zip files along with 17 other compressed types of containers are handled when the Professional Analysis is run. This process expands the compressed containers and extracts the metadata for the documents contained in the container. If the container contains other compressed containers, the process recurses thru them until all of the containers have been expanded and analyzed. Keep in mind that container files are only processed when you elect the Professional Analysis.

Q: What is the 26(f) report?

A: The 26(f) report is a consolidation of the key summary reports and budget information that is useful in reviewing the nature of the ESI you have and negotiating clearer line for filtering and culling the data. The 26(f) report DOES not include any information that would be considered privileged or confidential.