

In the early days of most cases, the discovery process along with strategy is becoming increasingly important elements of internal investigations and litigation. In many cases the electronically stored information is not organized, clean or consistent and is delivered on a multitude of media.

earlyCASE is a rich Internet application which analyzes electronically stored information “ESI” that your computer can access. This analysis produces a series of analytical and summary reports, along with budget and timeline reports to help you better understand what you have and how to deal with it.

The earlyCASE process of analyzing and organizing this information is very simple, cost effective and super fast. The steps below walk thru how earlyCASE works:

Step 1: Logon to <https://www.earlyCASE.com> and create an account (or logon).

Step 1b: If your computer does not have Microsoft .NET 3.0 installed on it. You can install it now, or let earlyCASE install it the first time you run it. To manually install Microsoft .NET 3.0 click on this link:

<http://www.microsoft.com/downloads/info.aspx?na=90&p=&SrcDisplayLang=en&SrcCategoryId=&SrcFamilyId=333325fd-ae52-4e35-b531-508d977d32a6&u=http%3a%2f%2fdownload.microsoft.com%2fdownload%2f7%2f0%2f3%2f703455ee-a747-4cc8-bd3e-98a615c3aedb%2fdotNetFx35setup.exe>

This Microsoft .NET 3.0 Framework component generally takes [5 to 7 minutes] to download and install. It is about 36Mb and needs to install only one time. After that each time you run earlyCASE it will check for updates and only install updates required for the application to operate correctly.

Step 2: Create a “Matter” [2 Minutes] which allows you to provide the basic information and assumptions that will be used for the reports. This information will be written to a database locally on your computer and used later in the process when the reports are generated.

Step 3: Enter / Change the assumptions [1 Minute] associated with this matter. You can change these latter and regenerate the report(s). The assumptions lay out the methods, costs, productivity, as well as other elements which will affect the timeline and budget for your project. These assumptions can easily be changed latter and the reports easily regenerated. For most of the fields “reasonable” starting assumptions are already pre-filled for you.































Step 4: Enter or select a custodian from the dropdown list of custodians you have entered for this matter already. Each group of data you load into the grid will need to have a custodian specified. This is used latter in the reports. **GOOD PRACTICE:** Be as Specific as possible on who the custodian was. This will make your life easier later.

Step 5: Select the files, folders, drives, network locations, etc that contain the ESI that you wish to analyze and report on. As you select files and folders they will be added to the grid you see on screen and the summary counts will update automatically. You can sort the grid by clicking on the column headings, files and groups of files can be removed from the grid by clicking on files to select them, then clicking on the “remove files” button.

Step 6: Once you have all of the files, folders, drives, etc you wish to analyze loaded into the grid, select “Run Analysis” which will begin the Analysis process.

Step 7: You will be prompted for the level of Analysis that you wish to perform. At present there are 2 options – FREE and Professional. There are significant advantages to the Professional version which may make it worth upgrading. If you desire the Professional analysis of this data at a later time, you will have to create a new matter and essentially start over.

The KEY differences between the Basis & Professional Analysis are:

Feature	Basic [FREE]	Professional
Easy to use Internet Based		
Data is Secure – Documents never Leave your computer		
Incredibly FAST- <i>The application runs LOCAL on your PC</i>		
Metadata Extraction for MS office documents & Email		
Microsoft Exchange PSTs and Email Analyzed		
Attachments to Email messages Analyzed		
10 High Quality Reports		
Project Budget & Timeline Reports		
Local Database created and contains complete doc inventory		
Pivot Tables, Charts & Graphs in the reports		
Ability to Change Assumptions and reprint the reports		
Generation of Hash Values for all documents and messages		
Exact Duplicate Document Detection & Reporting		
Analyze Zip Files Contents, Extract Metadata & Hash		
8 additional reports, including extensive 26(f) report		
	[FREE]	\$198 per run Unlimited DATA

Step 8: Depending on the amount of data, if you have PST files, containers, etc. and if you are running the Basic [FREE] or Professional Analysis will dictate how long it takes to analyze and create your reports. As a general rule of Thumb plan on about 2Gb to 3Gb per hour.

WHATS HAPPENING... While is it “Analyzing”?

earlyCASE works from the list of files loaded into the grid

- a) Extracts the Metadata from common document types and writes it into a local database being created on your computer for this matter.
- b) If the file is a PST it extracts the messages and the message Metadata and writes it to the local database. If the message has attachments it extracts the Metadata from the attachments and writes it to the local Database.
- c) [PRO] Calculates Hash values for the document, message, and attachment and determines if this duplicate document.
- d) [PRO] If the document is a container file (Zip, Arc, Rar, Lzh....) it unpacks the container and extracts the metadata from the documents contained, and calculates the Hash values. IF the container contains other containers, this processed is continued until they are all fully processed. The files extracted are checked to see if any of them are duplicates and the records are written to the local database.

The compressed containers that earlyCASE can expand and analyze the contents of are:

PST	Zip	Cab	Rar	Arj	Z
7z	gZip	bZip2	Lha	Tar	Chm
Msi	Tar.gz	CPio	Rpm	Deb	Iso

- e) The summary information on the screen is updated and the next document is pulled from the list for Analysis.

Final Step: Once ALL of the files, folders, etc have been analyzed and written to the local database you will be directed to summary screens which recap the analysis. From this screen you can open the reports by click on the report tab which will open the local database and give you access to the reports as well as the ability to change assumptions and rerun reports.

NOTE: To access the local database you will need to have Microsoft Access 2003 or later installed on your computer.