



# Best Practices in Document Review

## *An e-Discovery Lunch-and-Learn from Integreon*

If there is a lot riding on the outcome of litigation, there is a lot riding on the manner in which discovery, and by extension, document review, is conducted. All too often, cases fail to achieve desirable outcomes due to missteps during document review. The key to minimizing the risks and maximizing the efficiency and effectiveness of the document review process is to construct, document, and follow a defensible process based on best practices that reflect sound project management disciplines, good legal judgment, and counsel's specifications.

### INSTRUCTOR

## Foster Gibbons

*Vice President of  
Legal Solutions*

Foster coordinates and directs Integreon's role as legal support for counsel and their clients in designing and directing integrated e-discovery and document review solutions in the context of legal discovery. He is a seasoned litigator with significant experience in e-discovery and document review management.

He frequently speaks on the subjects of e-discovery best practices and their practical considerations and has authored numerous articles and papers on e-discovery planning and design.

This educational session will help legal professionals better understand how to define consistent practices and processes for managing document review in a manner that balances efficiency and effectiveness, including adaptability for leveraging technology.

By the end of the session, attendees will:

- Understand the importance of the document review process and its key goals: *quality, cost containment and defensibility*
- Gain familiarity with the different outsourcing models for document review
- Grasp the key document review best practices and how they can be applied (with examples of relevant case studies)

If you are interested in this presentation and/or others, please contact [events@integreon.com](mailto:events@integreon.com).