

Preparing for a Valora Pilot Project

The following instructions are for those parties interested in sending Valora sample documents for AutoCoding, AutoReview and/or BlackCat. Valora offers several choices of data format that we can accept: native ESI files, processed ESI files, paper documents or scanned images. The instructions below should walk you through a step-by-step process for selecting, preparing & sending us your materials.

Select your case matter

1. Identify a current or previous matter that you are well acquainted with and wish to use for the pilot.
2. Select a discrete subset of documents from that matter that you can easily “carve out” to send to us, such as a single custodian’s files. Choose a subset between 1,000 – 5,000 documents (usually 1-3GB).

Determine your data type

1. Identify which type(s) of data format you have in your subset. Your choices include: paper, scanned paper, ESI, processed ESI and mixtures of these.
2. For native ESI files, Valora will process these to text, meta-data and links or, optionally, also to TIFF images. Please specify what you want. Note: PST and other email format files are considered native ESI.
3. For already processed ESI data (*without* TIFF images), send load files (Concordance, Summation, Clearwell, CSV or other) containing document IDs and meta-data, plus a text and native file for each document.
4. For already processed ESI data (*with* TIFF images), send TIFF images with image load files (OPT, LFP, or DII), plus data load files (Concordance, Summation, Clearwell, CSV or other) containing document IDs and meta-data, plus a text and native file for each document.
5. For paper files, send the paper directly to Valora. We will scan and OCR the pages and return them to you, exactly as presented to us.
6. For scanned paper files, send TIFF images with image load files (OPT, LFP, or DII), plus any OCR text files for each document, and any available data load files (e.g., containing custodian or source information: Concordance, Summation, CSV or other).

Prepare your data set

1. Copy the native files, text files and metadata, and any available images to a separate file for sending to Valora. TIFF images are preferred; single-page text is preferred. Include custodian information, if available.
2. Compress data to 1GB “chunks” or smaller. (Strongly advised for ftp transfer.)

Select your Review or Coding Guidance

1. Valora will code and review documents per your unique specifications. To do this, we need input from you. Typically such guidance comes from outside or inside counsel.
2. Look for documents that explain the background of the case, the salient issues, the important parties and so on. These documents are typically prepared by outside counsel in the form of a memo or email.
3. Gather together these materials in a format that can be easily sent. Ex: PDF, Word, Excel or email.

Prepare your Guidance

1. If possible, create a Review or Coding Manual that details exactly what the review (or coding) effort should accomplish.
2. Indicate any unusual or important document types. Indicate any unusual or important entities.
3. List out explicit types of privilege (e.g., attorney-client, attorney work product, etc.) that you wish to capture. If possible, give examples from within the document subset. A list of DocID's is fine.
4. List the various types of responsiveness that you wish to identify. If possible, supply the document requests and give examples of "matches" from within the document subset. A list of DocID's is fine.
5. Provide any available lists of search terms or prominent issues that help determine relevance/responsiveness.
6. Provide any lists of important parties and topics.
7. List specific issues you would like labeled. Provide as much detail as you can about each issue, including word or phrase examples, if possible. If possible, give examples from within the document subset. A list of DocID's is fine.
8. Contact us if you would like to use our generic Review or Coding Manuals as a template.

Send your materials to Valora

1. Decide how you will send data to Valora: ftp, or overnighted hard drive.
2. Decide how you will send guidance to Valora: email, ftp or in overnight data package.
3. See the last page of this document for specific courier, ftp transmittal and tracking instructions.



Sending Data to Valora Technologies, Inc.

Via File Transfer Protocol (ftp)

For ftp, please put the files into a ZIP or RAR archive and upload to:

host: <ftp.valoratech.com>
username: *[supplied via Email]*
password: *[supplied via Email]*

Please send an email to ops@valoratech.com when the upload is complete.

Via Overnight Carrier

For physical media, please ship overnight to our data intake address:

Valora Technologies, Inc.
101 Great Rd. Suite 220
Bedford, MA 01730
Attn: Technical Operations

Please send an email to ops@valoratech.com with the package tracking information.

Questions?

Contact Valora Technical Support and someone will get back to you as soon as possible.

Email: ops@valoratech.com

Phone: 781.229.2265 (Press 2 for Production at the prompt)