

Production Checklist

This checklist is a guide paralegals can use to audit an electronic document production to opposing counsel prior to shipment. Since productions can vary greatly, a consult with a litigation technology professional may be required.

Media

	Is media read-only?
	Is media encrypted?
	Do you have an exact copy of this media for your file?
	Does the media label contain the appropriate information and stamps?

Production Set and Document Formats

	Do the production media contain the appropriate file formats (single-page .tif, multi-page .tif, .pdf, native files)
	Does the file and/or page count match the number of files and/or pages in your production set?
	Are the files named/numbered correctly?
	Do all of the native files have the original creation dates?
	Are the images bates stamped correctly?
	Are images stamped as confidential, etc.?
	Are redactions burnt into images?

Searchable Text

	Do the production media contain searchable text files? (single-page .txt, multi-page .txt)
	Does the file and/or page count match the number of searchable files and/or pages in your production set?
	Are the searchable text files named/numbered correctly?
	Do redacted documents have associated searchable text files? If so, is redacted text excluded?

Fielded Data

	Is there a data load containing fielded data?
	Does the data load contain the appropriate fields?
	Does the data load contain any fields that may contain privileged/redacted information? If so, is redacted text excluded?

Load Files

	Are the appropriate load files on the media? Summation, Concordance, Introspect, CaseLogistix, etc. (See Meet & Confer form for application-specific load file types)
	Does the load file contain the correct number of records?
	Does the load file contain fielded data? If so, see fielded data section below.
	Has the load file been tested ?