



The GoldFynch eDiscovery Production Checklist

eDiscovery productions can be complicated. So, at **GoldFynch**, we've uncomplicated it with our comprehensive production checklist.

For more details on each step, check out our [eDiscovery production checklist blog post](#).

Culling Data

- ☐ Have you used and saved 'advanced searches' to pull up responsive files?
- ☐ Are you producing only documents tagged as 'responsive'?
- ☐ Have you dealt with duplicate files?

Format

- ☐ Have you confirmed a **production format**? (Refer to your ESI protocol)

Load Files

If it's a **load file production...**

- ☐ Have you included the right load file metadata fields?
- ☐ Are the DATA, TEXT, and IMAGE folders/files working properly?

Bates Numbers

- ☐ Are your Bates numbers sequenced and stamped appropriately?

Privacy/Redactions

- ☐ Have you redacted all privileged/sensitive information?
- ☐ Have you confirmed there aren't privileged documents in your production?
- ☐ Have you verified the confidentiality status (yes/no/mixed) of all documents?

File Families

- ☐ Are all file families consistently tagged?

Audit trail

- ☐ Have you prepared/updated document production logs?
- ☐ Have you prepared/updated privilege and/or redaction logs?
- ☐ Have you filled in the document audit table? (**You'll find it in Step 8, here.**)

Sharing

- ☐ Have you decided how you're going to share your production?

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