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Lexbe eDiscovery Platform  
Web-Based Litigation Document Management

# Native Load File Spec

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## Overview

This document details Lexbe specifications for accepting native load files for import or ingestion into Lexbe eDiscovery Platform (LEP). Please note that LEP can also load unprocessed native files, Outlook PSTs (see the Lexbe User Guide), and files that have been processed to single-page TIFF Images with load files (see TIFF Load File Spec). Loadfile Field Names should be named pursuant to our Standard Metadata Processing & Load File Fields document.

A Native Load file has the advantage of allowing processed native files to be loaded to LEP and can be associated with metadata included in the Native Load file.

Native Load Files can be produced from a number of eDiscovery processing and Early Case Assessment tools, including LexisNexis Law PreDiscovery and Early Data Analyzer, iPro Allegro, and review tools such as Kcura Relativity and iPro Eclipse.

The load file format that LEP accepts is also known in the industry as a 'Concordance Native Load File'.

## Load Files

A standardized native Concordance loadfile consists of a text-delimited file ending with the file extension DAT. The Concordance Load File references one document per line, and includes document metadata.

## Document Files

These files reference the following:

- **Native files.** Native versions of files, expanded from containers and separated to the individual file level, but with minimal or no ESI processing applied.
- **Text files.** Single page text files containing ASCII text of processed ESI. Text files are named by Bates number and end with the extension TXT. These files are optional but recommended.



## Folder Structure

These files reference the following:

The Concordance loadfile grouping is located within the following folder structure, and must be present in this form as service input:

Level 1	Level 2	Level 3	Description
LOADFILES	VOL1.DAT		Concordance load file
LOADFILES	VOL1.TXT		Concordance load file with tab delimiter substitutions (Lexbe output only)
ORIGINALS	/001, /002, etc	XYZ 00177.DOCX	Original native file (entire multi-page document)

## File Naming

Files are named by the Bates Title of the first page and are located inside the ORIGINALS folder. The subfolders have up to 5,000 files each. Each of the subfolders is three digits and starts with 001 For example:

ORIGINALS/001/XYZ 000177.xlsx  
ORIGINALS/001/XYZ 000180.docx  
ORIGINALS/001/XYZ 000181.jpg

Multi Page Extracted Text / OCR files

Text files are not required for incoming Native load files.

## Concordance Load File Format

The Concordance Load File is named VOL1.DAT and is located in the LOADFILES folder:  
LOADFILES/VOL1.DAT

The applicable fields in Concordance Native Load File format should be named as detailed in the Lexbe Standard Metadata Processing & Load File Fields document.

The first line contains the headers using the field names listed in the Standard Metadata Processing & Load File Fields document specification. The text file should be delimited using the following character substitutions:



<b>Text Character</b>	<b>ASCII Substitution</b>
Comma	20
Quote	254
New line	174
Multi-Value	059
Nested Values	092

The size of each production to be loaded to Lexbe eDiscovery Platform (native files, text files and load file) should be 50 GBs in size or less (before compression). Productions larger than that should be split. If larger than 50 GBs, we treat as a non-standard load file and will split prior to load.

The number of Native files per directory should be limited to 5,000.

## **Non-Standard Load Files**

Load Files not meeting this specification are considered non-standard.