










The Apple Mac OS for desktops and laptops and iOS for portable devices such as the iPad were once relegated to the sidelines in corporate America and often is overlooked or ignored in eDiscovery and litigation. Most companies' large and small support Apple computer usage by their employees and derived digital evidence is common. But that does not mean it is easy to collect, process, search and review. This checklist for attorneys and legal technology professionals should help you sort out the complications and get quickly to accurate, documents for your review team.

Planning and Collecting

-  **Identify Custodians Who Use Macs.** As part of custodian identification (fact witnesses who might have discoverable evidence), also identify which persons might use Macs or any Apple OS or iOS applications, as data collected may require special processing.
-  **Locate all Mac Devices and Mac ESI.** Discoverable ESI can reside on many devices for individual fact witnesses and/or custodians. These include Mac workstations and laptops, but also iPhones and iPads and iCloud storage of email and documents.
-  **Perform an ECA of your Case Data.** Perform an Early Case Assessment (ECA) of your case facts and case data. Your data inventory, or "data map", will include your collection of all computers, data usage, applications and custodians, as well as size of ESI data stores and type of data.
-  **Collect Data Defensibly.** Collection of all ESI, including Mac files, should be done in a documented and defensible manner to avoid sanctions. Data collection should be conducted by trained IT staff or outside eDiscovery vendors under the supervision of the the handling attorney. Self-collection by custodians (the data creator) can raise questions at the least and should be avoided, or if not possible, well-managed and supervised.
-  **Assure that Mac Processing is Handled Correctly.** Mac OS applications such as Pages, Numbers, Keynotes and Mac Mail are difficult to process properly to legal eDiscovery standards. Improper conversion can result in delayed or difficult document reviews and productions and non-searchable documents. Assure your eDiscovery vendor has the requisite Mac processing experience and expertise.

Processing

-  **Process All Mac Data to a Paginated Format.** Convert Mac native files to PDF (or TIFF, if your review system requires it) for full searchability, efficient review, redaction ability, and easy file sharing. Native versions of Mac files can be linked for cross-referencing.
-  **Remove Mac System Files.** deNIST system files from the review set or they can cause reviewer delays, confusion and unnecessary production set expansion.





Request a Free Consultation

Request a free project consultation from one of our eDiscovery Sales Consultants. Demo the Lexbe eDiscovery Platform for Mac Processing.




**Call us today at 800.401.7809 x22,
or email us at sales@Lexbe.com**



Processing

-  **Check that Metadata is Properly Extracted.** Modern legal document review and eDiscovery software applications automatically extract file metadata and fields to the case database for review and production. Important metadata includes like author/sender, receiver, date/time created, last saved subject and/or date modified. Mac metadata is more difficult to extract and may cause complications.
-  **Dedupe Files Across Mac and Windows Systems.** Deduplication allows removal to exact copies of email and other application files to avoid multiple review of the same document. Versions of files shared between Mac and Windows can raise complications for deduplication and may require near-dupe groupings or other advanced technology.
-  **Consider Native Review of Mac Application Files.** Conversion of all Mac and Windows files to a paginated version (PDF or TIFF) is usually advisable for full searchability, to allow Bates-stamping, and to integrate with most review platforms. But native review of particular Mac files in Mac Applications (like Numbers, KeyNotes or Pages) may be necessary to fully see how a witness saw and used the data. At least some reviewers should be on a Mac OS and using an eDiscovery platform that allows Mac access.
-  **Check Full Conversion of Processing of All Files.** Ensure you have a quality control procedure in place for testing a full conversion of files after processing. Too many unconverted files can lead to excessive placeholders and frustrate reviewers. Modern eDiscovery applications include built-in reports for this purpose.

Review and Production

-  **Test for Full Searchability and Indexing.** After processing, run a quality control test for full searchability and indexing of all files. This is especially important with native review in Mac productions. The Lexbe eDiscovery Platform maximizes searchability by indexing for search both the native version and OCR'd PDF version of documents in a review set with our Multi-Index+ feature.
-  **Determine Production Requirements Early.** Determine early what your production specifications will be. Agreed specifications can include PDF or TIFF paginated versions, common loadfiles and native versions of some or all produced documents. Production requirements may be set in ESI orders or protocols, in scheduling orders, or negotiated in Rule 26 "Meet and Confer".
-  **Build-In Time for Production QC.** Productions including significant Mac files usually raise complications and require additional QC procedures. Be sure to build that into your timeline.

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