



From a single workspace to Fortune 500 enterprise environments, data migration can be routine through a proven, defensible process.



Routine, Streamlined

Migrations are a standard process, managed and delivered by experts with years of experience delivering successful migrations from SME to Fortune 500 environments.



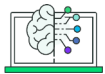
Schedule, Limited Downtime

Schedules are outlined and notice is provided in advance. Acorn will work with stakeholders to determine optimal downtime scheduling, working around your litigation needs and timeline.



Secure, Defensible

Guarantee your data's integrity. Throughout the migration, dual access will be provided to ensure the data is migrated in whole, all work product retained, and immediate access can be granted.



Communication, Change Management

Acorn handles the process from origination to completion. Managing communications, expectations, training and environment configuration align the migration to stakeholder's litigation and onboarding needs.

Types of Migration Services

Full Migration (Relativity Server)

- Adaptable migration schedule responsive to your litigation and uptime needs.
- Limited downtime, performed over weekends.
- Compatibility testing.
- Dual environment access.
- Communication and user training playbooks.
- Configuration of RelativityOne environment with account level templates.
- Data evaluation for subscription management.

Single Case Migration

- Availability for NO down time case migration.
- Acorn coordinates and manages process with current provider.
- Fully test and validate new environment before decommission, no data integrity loss.

Migration (Other Platforms)

- Includes everything in Full Migration.
- Restructuring of data to ensure compatibility with RelativityOne.
- Data remediation, normalization and QC.
- Consult on migration workflow, structure and delivery format.
- Platforms: iPro, Concordance, Exterro, DISCO, Everlaw, Nextpoint, Logiskull, Casepoint, Catalyst, etc.



Migration Planning

- All migrations should begin with a migration plan, collaboratively designed by all stakeholders. It is important to work with a team of experts who understand your litigation needs and timelines and create a transition plan tailored to you. Throughout a migration, litigation needs can change from pulling a quick document for a deposition to a sudden production. With a clear plan in place, you can confidently communicate and adjust your migration timeline to ensure your litigation needs are met and your migration proceeds on schedule.

Data and Workspace Inventory

- Alongside your transition plan, an inventory should be taken of the workspaces, document counts, and file sizes to determine the most efficient way to transfer the data into RelativityOne. This will allow you to guide your timelines and align expectations. Additionally, this also ensures the data's integrity throughout the transition.

Application and Script Transfer

- Your data is not the only aspect during a migration. Typically personal workflows, work product, scripts and automations are integrated into a workspace. These should all be noted accordingly and steps should be taken to ensure they are not only moved along with the data, but integrated properly to ensure there are no disruptions post-migration. This will ensure process and workflow carryover to maintain existing efficiencies and automation so that current systems remain in place.

Stakeholder Communication, Coordination, and Training

- A dedicated data migration partner or internal stakeholder should be assigned lead of the process. They will handle change management to align with uptime and litigation needs. This doesn't just involve transferring data, but also managing the entirety of the project, from coordinating schedules, communications, and aligning expectations post-migration. Teams should ensure they provide sufficient training throughout the process to seamlessly continue work once migration is complete. .

Post-Migration Evaluation

- Once the migration is physically finished, the process should not conclude. The assigned lead or expert should conduct a thorough review to verify all key datasets and assets were transferred successfully prior to allowing universal access and termination of previous workspaces.

File Exception Identification and Remediation

- Once initial evaluation is complete. Unexpected challenges, such as misaligned overlays, field inaccuracies, data mis-formatting, etc. should be quickly addressed to ensure the migration moves toward a successful, timely conclusion.

Common Considerations

- > Are there any imminent litigation deadlines?
- > What data types will be migrated?
- > Can I migrate mid deposition?
- > Will I be able to access or maintain my original workspace through migration?
- > Do I have to manage and coordinate the migration myself?
- > What will happen to my proprietary work product, SQL scripts, workflows, etc.?
- > How long will I be unable to access my data?
- > Is there a risk of data corruption?
- > What happens if post-migration, my workspace isn't how it was before?



Meet Your Expert: Tracey Oldenburg, Director of eDiscovery

From project management, IT, and administration, she wears every hat that there is. From her 30 years litigation experience in the industry, along with being a Relativity Certified Master and Relativity Certified Administrator, Tracey's expertise expands through project management, IT, and administration. She has designed custom templates, workflows, quality control protocols and proprietary project management & reporting tools used in over 600 active litigation matters. She blends a pragmatic, business-oriented approach to eDiscovery process management with a deep understanding of advanced technology offerings and implementation considerations.