

iDS PRO BONO PROGRAM

MISSION STATEMENT

iDS believes that every person with a viable case deserves to have equal justice under the law. Electronically stored information (ESI) is a crucial part of determining the merits of a case. We believe that it is essential for all parties to have access to this type of evidence – including the poor, the disadvantaged, and other individuals or groups unable to secure legal assistance to address critical problems. We therefore created the “iDS Pro Bono Program” to assist attorneys with the ESI aspects of their pro bono cases.

Our Commitment

- iDS is committed to collaborate with law firms, non-profit organizations, and corporate in-house legal departments to provide quality legal services through pro bono work that serves the low-income community.
- iDS is committed to provide pro bono services for up to 1% of the previous calendar year’s gross revenues.
- iDS is committed to involve leadership (directors and managing directors) in pro bono activities.
- iDS is committed to provide each of our pro bono matters the highest quality of services. To achieve this, we selectively accept cases based on our ability to provide a high level of quality service.

Pro Bono Services

- E-discovery services including data collections, analytics, early case assessment, data hosting, and productions.
- Consulting and professional services for all business lines including information governance, structured data analytics, project management, digital forensics, and cybersecurity.
- Subject matter expertise including analysis, reports, and expert testimony.

Our Program

- iDS aims to provide each of our pro bono matters the highest quality of services. To achieve this, we selectively accept cases based on our ability to provide a high quality level of service.
- iDS does not provide legal advice. We work with, and are engaged by, existing legal teams. We will match rates according to that team (i.e., if they provide free services, then we will provide free services. If they provide discounted services, then we will discount).
- iDS is committed to providing the necessary time and expertise. iDS may seek reimbursement, or set limits, for out-of-pocket costs such as consumption fees*, shipping, media (i.e. hard drives), and travel expenses.
 - *iDS will do its best to get consumption fees (i.e. Relativity) donated but cannot guarantee this.

Application Process

- Submit an Intake Form (see next page).
- The Form will be reviewed by the iDS intake review team.
- If the application is accepted for consideration, an intake interview call will be scheduled.
- iDS will do its best to have final decisions made within 10 days of the submission of the intake form.



INTAKE FORM CONFIDENTIAL

iDiscovery Solutions, Inc. (iDS) only accepts pro bono intake forms from attorneys representing a client.

Completion of this intake form does not mean iDS will be able to assist you or your client.

The information obtained on this form will be reviewed by our intake team to help determine if we can assist with your pro bono case. The information you provide is confidential, but it must be truthfully completed. If your case is accepted and it is later determined that the information you have provided on this form is incomplete or untrue, iDS may terminate/withdraw its pro bono services.

CONTACT INFORMATION

Firm Name	Street Address
Lead Attorney	City
Email Address	State
Contact Number	Zip Code

Is the firm/organization performing all of its legal services pro bono? Yes No Partial

(if No or Partial, please explain below)

What is your firm/organization's pro bono policy? If your firm has a budget for pro bono services, please describe it.



INTAKE FORM CONFIDENTIAL

CASE INFORMATION

Case Caption

Docket #

Jurisdiction

Your Client's Information: Name, Address

Opposing Law Firm

Opposing Lead Attorney

Briefly describe the nature of the case and the extent of pro bono services being requested from iDS.

Who is the beneficiary and why do they need pro bono services?

What is the timeframe which these services need to be completed by?

Our intake review team will review your request and will do their best to respond to you within 10 business days.



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DOCUMENT HISTORY

REVISION HISTORY

Revision Number	Revision Date	Author	Summary of Changes
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DOCUMENT HISTORY

APPROVALS

The document requires the following approvals:

Name	Title	Date of Approval
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