Wolters Kluwer’s ELM Solutions Legal Holds module for Passport is an intuitive, easy to use solution that automates the assignment, notification, and administration of custodian acknowledgements. From creating hold notifications to issuing a legal hold, to tracking and managing acknowledgements, the solution helps ensure potential evidence can be preserved when litigation is anticipated by providing an efficient and systematic way to automate your legal holds workflow and reduce your organizational risk.

**Key Benefits**

- Improve oversight and control of your Legal Holds to ensure compliance and reduce organizational risk.
- Create a systematic, repeatable, automated process that helps you optimize your staff resources.
- Reduce time consuming, cumbersome, and costly manual processes.
- Automatically track custodian and proxy acknowledgments and reminders for compliance.

**Drive operational efficiencies and execution speed to issue, release, and track legal holds in your organization**

- Execute legal holds with greater speed and efficiency.
- Implement a well-constructed, repeatable, and systematic process that is easy for your staff to learn and use.
- Per-hold notification templates allow for creating explicitly tailored email notifications and messaging to custodians for each individual hold.

**Track key performance metrics with reporting that gives you visibility and transparency into your legal holds process**

- Automatically track custodian and proxy acknowledgements and reminders, and any changes in custodian status, to ensure compliance.
- Automatically send an update notification to all members of a notification group when any modifications - such as the addition or deletion of documents, status changes, or custodian additions/releases are made to a legal hold.
- Establish defensible proof with pre-built reports that minimize the risk of potential courtsanctions.

**Unify disparate processes with an intuitive, easy to use, solution that integrates seamlessly with your Enterprise Legal Management system**

- Offers a simple, intuitive, user experience that is familiar with your existing applications.
- Seamlessly integrates with Passport® Enterprise Legal Management platform for matter management and e-Billing.
- Securely integrates with external third-party systems.

**Simple, user-friendly intuitive module to create Legal Holds.**
**Passport® Legal Holds Module**

- Draft notices for legal hold custodians using pre-built templates.
- Automate reminders for non-responders to custodian acknowledgements.
- Allow a proxy user to review and acknowledge a legal hold on behalf of a custodian.
- Store all notices and custodian data securely.

**Key Features**

- Utilize pre-built/custom notification templates, interview questions, and reminder questions.
- Adopt electronic acknowledgements for custodians.
- Automated custodian reminders, and copying custodians on escalation emails sent to supervisors, helps ensure compliance.
- Track compliance metrics with built-in reporting.

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