



Legal teams in law firms and in-house legal departments attempting to conduct sophisticated legal document review on the Mac face some considerable obstacles. Most popular electronic discovery and legal document management applications are Windows-based requiring review on another platform. This “solution” is cumbersome at best, and reduces efficiency and usability for anyone trying to do a legal review with a Mac. This checklist for attorneys, litigation paralegals and other legal technology professionals should help ensure success.

Planning



Identify Needs of Mac-Based Reviewers. In your firm or in-house legal department, identify the Mac-based reviewers and their needs. Are they on different versions of Apple Mac OS? Determine if it is necessary to run and use Windows software (using emulation or dual-boot modes) on some computers for the litigation project.



Decide on the Review Platform and Application Compatibility. Select the litigation review platform or application to be used and the level of compatibility and support for Mac-based teams. Some litigation teams will have some reviewers on Windows platforms and others on Mac platforms, and the requirements of both types need to be taken into account. Many review applications require Windows to be installed.



Evaluate your Prospective Review Team Needs. Will you need to share the documents with only your team but also with co-counsel or even opposing parties? Will there be a need for a shared database with multiple file formats in native only or native paginated version and load files using different versions and records? These are important considerations in your team for moving forward.

Document Review in Mac-Centric Environments



Review of Mac-based Natives Can Be Only Done on a Mac. Native files are not handled the same way in the Windows PC and Mac environments. If reviewing Mac files natively is important or needed, at least some reviewers must be working on a Mac OS.



Review in Paginated Format. For easier review, convert all Mac native files to PDF for easier sharing and review. Link files to native versions for easy cross-referencing.



Consider Browser Issues. Some eDiscovery and litigation document review platforms do not support Safari, Chrome and Firefox on Mac. The document review solution should support the browsers used by the review team.

Request a Free Consultation

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

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or email us at sales@Lexbe.com



Document Review on Macs with Windows Software

-  **Set up Windows Access for Mac Reviewers.** Mac-based reviewers will need to be able to work on Windows software. This can be done by using a dual-boot mode or through emulation software. Setting up this software can take time and should be done in advance and tested.
-  **Convert all Mac Files to Paginated Versions.** On Windows review software, all native Mac files must be converted to a paginated format (PDF) for review. Many Mac-based files can not be opened properly in native format on Windows software. This processing and conversion should be done in advance.
-  **Test Speed of Review Software.** Windows software running on Macs in emulation or dual-boot mode is slow. Test and determine if the speed and responsiveness of this solution will be adequate for the team's needs. Consider a Mac-based review solution if review speed needs to be faster.

Other General Issues

-  **Perform Early Case Assessment (ECA) in Advance of the Review.** (ECA) is increasingly important to ready files for an efficient document review. ECA identifying all persons (data custodians) with potentially discoverable evidence (data or ESI mapping), defensibly reduces data through deduplication, culling and other means.
-  **Build in Time Exception Reporting and Quality Control Procedures.** Any review requires that adequate manpower and time be built in for exception reporting and quality control. This includes files that did not process because of corruption, passwords, unsupported formats or other factors, or files not searchable on the litigation database index.
-  **Involve a Knowledgeable IT Professional.** Document reviews, particularly those involving mixed review environments of Mac and PC computers, can lead to unexpected delays and complications. Engaging a knowledgeable IT professional with Mac and litigation database experience early in the review process can help control unexpected delays and speed the overall document review timeline.

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