

APPENDIX A

Privacy Impact Assessment for the Office of Litigation Support Servers Systems

(last updated July 22, 2019)

The following is a list of software tools and applications hosted on OLSSS.

<ul style="list-style-type: none">• TextMap	<ul style="list-style-type: none">• electronic transcript management software.
<ul style="list-style-type: none">• WCopyfind	<ul style="list-style-type: none">• an open source Windows-based program that compares documents and reports similarities in their words and phrases.
<ul style="list-style-type: none">• Brainspace	<ul style="list-style-type: none">• software platform that functions both as a stand-alone application and integrates with Relativity. Used for native file analysis, interactive data visualizations, transparent concept searching, supervised learning, portable learning, and entity extraction.
<ul style="list-style-type: none">• CaseMap	<ul style="list-style-type: none">• fact and issue management application used to capture, organize and share case information; functions like a spreadsheet that contains layouts and reports for tracking and relating witnesses, facts, documents, and issues; users can send highlighted text from Adobe Acrobat, Summation and Concordance document database records directly to CaseMap to link noteworthy portions of document database records to facts, witnesses, and issues and retrieve those records.
<ul style="list-style-type: none">• Concordance	<ul style="list-style-type: none">• a fielded, full-text, image-enabled review application that supports search histories and saved searches, sorting on fields, combining searches, record tagging and issue management, record annotations, and reporting; allows the user to search for any word or phrase contained within the database.
<ul style="list-style-type: none">• Case Dynamics	<ul style="list-style-type: none">• an add-on within Civil Online Relativity Application (CORA) that allows tracking, organizing, and reporting on the facts, issues, people, and organizations associated with a matter.¹
<ul style="list-style-type: none">• IBM i2 Enterprise Insight Analysis	<ul style="list-style-type: none">• tool for collaboration over multiple sources of data; manages both the data to be analyzed as well as the results of an investigation.
<ul style="list-style-type: none">• Jira	<ul style="list-style-type: none">• software used to help agile teams manage their work;

¹ For further information about CORA, the Privacy Impact Assessment for this system is available at: <https://www.justice.gov/opcl/page/file/1131431/download>.

	used for tracking errors and unexpected outcomes, issue tracking, and project management.
• LAW PreDiscovery	• e-discovery imaging and electronic processing software that filters and culls non-responsive e-discovery and scanned documents before review.
• Nexidia	• converts unstructured audio recordings into structured output or speech analytics; ingests and indexes audio and video content to enable legal review.
• Process Robotics Invoice System Management (PRISM)	• software robots utilizing artificial intelligence (machine learning) techniques and algorithms to automate manual, rule-based, or repetitive processes. Software robots are digital works that run automated processes built by the organization, and can run in attended or unattended modes.
• QuickBooks	• book-keeping software that combines a variety of accounting processes into one system; alleviates the use of multiple tables, spreadsheets, and tracking sheets necessary to document and maintain accounting tasks at a company.
• Sanction	• trial presentation software that allows trial attorneys to assemble various case exhibits, including video and audio clips, transcripts, and documents into a digital presentation.
• Summation	• data management tool used to manage, organize, and analyze every aspect of the e-discovery review process.
• Tableau	• business intelligence software used to integrate and analyze diverse data sets, create interactive data visualizations, and publish to a Tableau Server for client web access.
• TextPad	• general purpose text editor used to import, view and manipulate e-discovery data load files, image log files, and deposition transcripts.
• TimeMap	• graphic application used to create chronology visuals; users can enter facts directly into the application or import them from CaseMap; visuals created can be printed as timelines or saved as JPEGs and metafiles that can be used in Word, PowerPoint, and other programs.
• TreeAge Pro	• graphic application that is used to build models to study simple and complex problems to choose the best possible outcome; builds and analyzes decision trees to study problems.
• TrialDirector	• tool for importing document images, time stamping electronic transcript files, and synchronizing video depositions with transcripts to create and present exhibits.