

Use the Right Tool for the Right Data

eDiscovery Document Review Platform: Preserve, review, analyze, and produce electronic evidence in a defensible manner (e.g. Nextpoint)

Document Management System (DMS): Create, organize, and collaborate on the firm's internal work product (e.g. NetDocuments, iManage, etc.)

Capability	eDiscovery Document Review Platform (e.g. Nextpoint)	Document Management Systems (e.g. NetDocuments, iManage)
Metadata & Content Preservation	✔ Preserves original metadata, timestamps, and all content	✘ Can overwrite metadata (e.g. "date modified")
Audit Trail & Chain of Custody Tracking	✔ Full audit trail from collection to production	✘ No built-in chain of custody tracking
Document Tagging & Coding	✔ Tag for responsiveness, privilege, issues, etc.	⚠ Limited or none (basic profile fields only)
Advanced Searching & Filtering	✔ Boolean, proximity, metadata-field, and complex searches & filters	⚠ Limited keyword and profile searches
De-Duplication	✔ Detects and can suppress duplicates	✘ Not supported
Redaction Tools	✔ Text and image redaction tools with audit history	✘ Must use external tools (e.g. Adobe Acrobat Pro) for redactions
Bates Numbering & Production Exports	✔ Apply Bates numbers, create load files, generate production sets	✘ No production tools or metadata exports
Privilege Management & QC Workflows	✔ Built-in privilege search, domain filters, and quality-control reports	✘ Manual only; no automated privilege checks
Reporting & Analysis	✔ Dashboards for reviewer progress, coding summaries, and timelines	⚠ Limited to file access and usage logs
Collaboration on Internal Work Product	⚠ Basic comments & notes within protected review interface	✔ Deep integration with firm workflows (version control, check-in/check-out, comments, task assignments, etc.)
Document Versioning	✘ No support for "versioning" since evidence must be preserved	✔ Full versioning of drafts, edits, and final documents
Client-Matter Organization	✘ Collected evidence typically organized by custodians or folders	✔ Organized by client, matter, and document type for firm use in a "document profile"
Email & Office Integration	✘ Does not allow evidence to be commingled with internal work product	✔ Deep integration with Outlook, Word, Excel, and Teams to access & save internal work product

