

≡ aiR for Review example project

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May 24, 2024 Knowledgebase

Title

aiR for Review example project

URL Name

aiR-for-Review-example-project

Issue

This is an example aIR for Review project based around a fictional company. Relativity has created this AI-synthesized dataset and, although it is inspired by real-life events, its details, contents, and the events that it depicts are fictional. Any similarities between real people or events is entirely coincidental and not intentional.

Resolution

BigThorium Review Protocol

Version: 2.1

Confidential - Attorney-Client Privileged

Prepared by BigThorium Legal Department

1. Introduction

Welcome to the Review Team. As we embark on this critical review of documents related to the ongoing litigation against BT, your role is of utmost importance. This Review Protocol has been developed to ensure a standardized, thorough, and confidential review process, reflecting our commitment to legal excellence and ethical standards.

As a member of the review team, your expertise is invaluable to our rigorous inquiry and response to these allegations. The protocol delineates the scope of the review, provides clear instructions for document coding, and specifies the handling of privileged and confidential information. It is imperative that these guidelines are followed meticulously to preserve the integrity of the review process.

This document is organized to facilitate a seamless review experience, beginning with a case summary, followed by the objectives and scope of the review, instructions for coding documents, procedures for handling sensitive information, and appendices containing further resources and directives.

The protocol is issued by the authority of Evelyn Archer, General Counsel for BigThorium, with oversight by Anna Baker, Legal Counsel. Should you require any clarification or encounter issues during the review, please direct your inquiries to Anna Baker at abaker@lawfirm.com (<mailto:abaker@lawfirm.com>).

Your participation in this document review is greatly appreciated, and your contributions are essential to the successful navigation of the legal challenges currently faced by BigThorium.

2. Case Summary and Background:

BigThorium is a company that has been building a new power plant and recruiting workers to help with the project. A group of ex-workers have initiated legal investigations into BigThorium. The company is facing allegations of discriminatory treatment and abuse of international employees, based on national origin and/or race. An investigation has prompted a review of documents and communications. Additionally, there have been developments surrounding illicit activities within the company, including the theft of sensitive materials.

Here are some points about applicable law:

Discriminatory Treatment: Please pay close attention to any communications or documents that suggest differential treatment of employees based on their national origin or race. This could include discriminatory hiring practices, unequal pay, or biased performance evaluations.

Abuse of Immigration Law: Abuse of immigration law in this context might involve exploiting foreign workers' visa statuses or subjecting them to harsh working conditions that violate labor laws. Look for any evidence of coercion, exploitation, or manipulation related to the immigration status of employees.

Illicit Activities: Recent developments have indicated potential illicit activities within the company, including the theft of sensitive materials. Be on the lookout for any communications or documents that may shed light on these activities, such as discussions of theft, unauthorized access to company property, or attempts to conceal wrongdoing.

Legal Protections for Workers: Workers subjected to abusive treatment or discrimination may have legal recourse under various laws and regulations. Common legal protections against employer abuse include anti-discrimination laws (e.g., Title VII of the Civil Rights Act in the United States), labor laws governing working conditions and wages, and immigration laws that protect the rights of foreign workers.

What Constitutes Discrimination: Discrimination can take many forms, including but not limited to unequal treatment based on race, national origin, gender, religion, or age. It can manifest in hiring practices, promotions, job assignments, compensation, or the creation of a hostile work environment. Any evidence suggesting differential treatment based on these protected characteristics should be carefully documented and analyzed.

3. Objectives and Scope:

This document review's primary objective is to identify and analyze documents relevant to both the alleged discriminatory practices and the recent criminal activities discovered. This includes the review of new emails and updated key documents provided in the dataset. The scope of the review now also encompasses documents related to these criminal undertakings, referred to in obfuscated language/codewords.

4. List of Key Individuals and Custodians:

- William Davis - Director of Operations (wdavis@bighorium.com (<mailto:wdavis@bighorium.com>))
- Francis Ham - CEO (fham@bighorium.com (<mailto:fham@bighorium.com>))
- Samantha Jones - Recruiter (sjones@bighorium.com (<mailto:sjones@bighorium.com>))
- Arvind Patel - Welder (apatel@bighorium.com (<mailto:apatel@bighorium.com>))
- Muhammad Kumar - Welder (mkumam@bighorium.com (<mailto:mkumam@bighorium.com>))

- Natasha Green - Attorney/Fixer (ngreen@gnspartners.com (<mailto:ngreen@gnspartners.com>))
- Ionut Albu - Crane Operator (ialbu@bigthorium.com (<mailto:ialbu@bigthorium.com>)) and ionut.albu@protonmail.com (<mailto:ionut.albu@protonmail.com>))

5. Instructions for Reviewing Documents:

This review involves collected emails, internal documents and communications such as text messages. The relevant time period for documents in this review is January 1, 2017 to June 30, 2018.

Reviewers should code documents as follows:

- **Responsive:** Documents containing information directly related to the outlined legal issues or providing context to discrimination, retaliation, or criminal activities. Responsive documents must be from the specified relevant time period above.
- **Not Responsive:** Documents that do not contain any information relevant to the case or are outside the date range specified.
- **Key Document:** A responsive document should be marked as key if it contains critical information, provides significant insight, or is highly relevant to the legal issues at hand – for example, documents containing direct evidence of discriminatory practices, retaliation, or criminal activities. They may reveal patterns, behaviors, or actions that are at the core of the case or have a significant impact on its outcome. If you find such documents that are particularly alarming, please code these as Key, and thoroughly write out why you think this document is Key so that our senior attorneys may also analyze these documents and understand your insights. Providing details on which parts of the document that you have identified that make this a Key document should also be noted.

6. Review Process Workflow

The review process will follow these steps:

1. **Document Assignment:** Reviewers will be assigned to a document review queue, where they will see document families. They will not need to interact with checking in or out batches, as the review queue will take care of that for them..
2. **Initial Review:** Reviewers will read through each document to determine its relevance based on the definitions provided.
3. **Document Coding:** Each document will be coded as 'Responsive' or 'Not Responsive', and possibly 'Key Document', as per the instructions detailed in the previous section.
4. **Escalation:** Any documents which cannot be coded for responsiveness or key should be marked "Needs Further Review" to escalate to the review managers for further assessment.

7. Reporting Structure

Reviewers will receive the following reports:

- **Daily Reports:** A brief summary of daily review performance (speed, accuracy) and information about QC overturns
- **Weekly Round-Up:** A memo will be sent on Monday morning detailing any key findings from the previous week
- **Memos (ongoing):** Information about changes to the review (e.g. new codewords or key individuals discovered) will be communicated out to the team via a memorandum.

8. Quality Control

To ensure the accuracy and consistency of the document review, the following quality control measures will be implemented:

- **Random Checks:** A randomly selected percentage of the reviewed documents will be re-evaluated by a senior reviewer to verify correct coding.
- **Peer Review:** Reviewers may be asked to cross-check a small batch of each other's work to maintain an additional layer of scrutiny.
- **Feedback Loop:** Reviewers will receive feedback on their work to continually improve the review process and address any recurrent issues.

9. Privilege Coding:

Attorney-Client Privilege: Reviewers should look for any communications that involve legal advice between BigThorium and its legal counsel. This includes direct communication with in-house or external attorneys, as well as documents prepared at the direction of an attorney for the purpose of legal consultation. Such documents should be immediately flagged as "Privileged" on the Privilege Coding field, as described below. If there is any doubt about the privilege status of a document, err on the side of caution and mark it as "Needs Priv Review" for further assessment by the legal team.

Work-Product Doctrine: Documents prepared in anticipation of litigation or for trial by or for BigThorium or its representatives (including attorneys, consultants, and agents) should be marked as "Priv Protected Work-Product." This may include notes, legal research, internal memos, and strategy documents.

Confidential Business Information: Any document that contains sensitive internal information, such as trade secrets, proprietary data, or any information that could harm BigThorium's competitive standing if disclosed, should be coded as "Priv Confidential." This also includes personal information of employees or third parties that are protected under privacy laws.

Coding Procedure:

- When a document is identified as privileged or confidential, it should be coded on the "Privilege Coding" field according to its status.
- Document the rationale for why a document is considered privileged or confidential in the "Priv comments" field in the coding layout.

Review and Verification:

- A designated senior reviewer or attorney will periodically audit the privileged and confidential documents to verify the correct application of these labels.
- If a reviewer is unsure about the proper classification of a document, they should mark it as "Needs Priv Review" to escalate it to their review manager.

10. Handling and Disclosure:

Documents must not be disclosed to individuals who are not authorized to access such information. This includes other reviewers who may not have the clearance to handle sensitive materials.

If a document is inadvertently disclosed, report the incident immediately to the review manager and follow the established incident response protocol.

11. Training:

All reviewers will receive specific training on identifying and handling privileged and confidential documents, including recognizing the various forms these documents may take.

By adhering to these guidelines, the review team will help preserve the legal privileges and confidentiality that are vital to BigThorium's legal strategy and business interests.

12. Contact Information

For questions, clarifications, or escalations regarding the document review process, please use the following contact information:

- **Review Manager:** Anna Baker, Outside Counsel, abaker@lawfirm.com (<mailto:abaker@lawfirm.com>)
- **General Counsel:** Evelyn Archer, BigThorium General Counsel, earcher@bigthorium.com (<mailto:earcher@bigthorium.com>)

Appendices:

Appendix A - Issues Coding

Reviewers should code responsive documents for the following legal issues using the Issues field:

- **Disparate Treatment:** Evidence of BigThorium's discriminatory treatment concerning employment terms and conditions.
- **Segregated Conditions:** Evidence of segregated living and/or working conditions.
- **Coercion & Underpayment:** Evidence of coercion into employment via control over living conditions and underpayment.
- **Retaliation:** Evidence of retaliation against individuals opposing BigThorium's unlawful conduct.
- **Citizenship Lure:** Evidence of misleading recruitment practices promoting the possibility of obtaining permanent citizenship.
- **Theft and Criminal Activity:** Evidence of the involvement in or facilitation of the theft of sensitive materials. Note that some communications may be using coded language – some of which we know about and is outlined below in Appendix B.

Appendix B - Coded Language

Reviewers should be aware of the following coded language used in key documents:

- **Fission Material Transport:** Refers to "Project Neutron Capture," "Transportation Duties," or the act of a planned theft.
- **Fissionable Materials:** May also be referred to as "FMs," "thorium-232," are code names for Stolen Items.
- **Inspection Protocol:** Indicates the process of "Checking on Stolen Items."

Appendix C - Training

Initial Training and Preparation:

All reviewers will undergo an initial training program to become adept at using Relativity, the document review platform. This training will cover:

- A comprehensive case briefing to understand the legal context and specific issues at hand.
- Detailed instruction on navigating Relativity, including document viewing, searching, tagging, and commenting.
- Training will be conducted via webinars, with supplementary materials provided in Relativity's Resource Center. All reviewers are required to pass a proficiency test in Relativity before beginning the review.

Inputs to the aiR for Review Application

Context: To help the model focus on what matters for the review, we remove extraneous information that is not related to the task at hand. We provide the model with the case summary and objectives sections, but because we are only issue coding, we remove the information related to privilege and instructions for responsiveness and key review. We retain the list of custodians, because documents might reference these people or their email addresses.

The Objectives section of the criteria references Appendix A. We remove this reference because we are going to put the issue descriptions directly into the application using other fields.

Inputs

Matter Overview

BigThorium is a company involved in constructing a new power plant and has faced legal investigations due to allegations of discriminatory treatment and abuse of international employees, based on national origin and/or race, and recent indications of illicit activities, including the theft of sensitive materials.

Important People

- William Davis - Director of Operations (wdavis@bigthorium.com (<mailto:wdavis@bigthorium.com>))
- Francis Ham - CEO (fham@bigthorium.com (<mailto:fham@bigthorium.com>))
- Samantha Jones - Recruiter (sjones@bigthorium.com (<mailto:sjones@bigthorium.com>))
- Arvind Patel - Welder (apatel@bigthorium.com (<mailto:apatel@bigthorium.com>))
- Muhammad Kumar - Welder (mkuman@bigthorium.com (<mailto:mkuman@bigthorium.com>))
- Natasha Green - Attorney/Fixer (ngreen@gnspartners.com (<mailto:ngreen@gnspartners.com>))
- Ionut Albu - Crane Operator (albu@bigthorium.com (<mailto:albu@bigthorium.com>)) and ionut.albu@protonmail.com (<mailto:ionut.albu@protonmail.com>))

aiR Review Protocol

Setup

Case Summary

Issues / Custom

Add information to set the context for this analysis. Include the type of information that would be included in a Review Protocol.

Matter Overview

Relativity is an eDiscovery company and we are trying to find any information about an upcoming feature for speeding up review using machine learning.

People and Aliases

- William Davis, Director of Operations (wdavis@bigthorium.com)

- Francis Ham, CEO (fham@bigthorium.com)

- Samantha Jones, Recruiter, (sjones@bigthorium.com)

- Arvind Patel, Welder (apatel@bigthorium.com)

- Muhammad Kumar, Welder (mkuman@bigthorium.com)

Save and Next

Save and Close

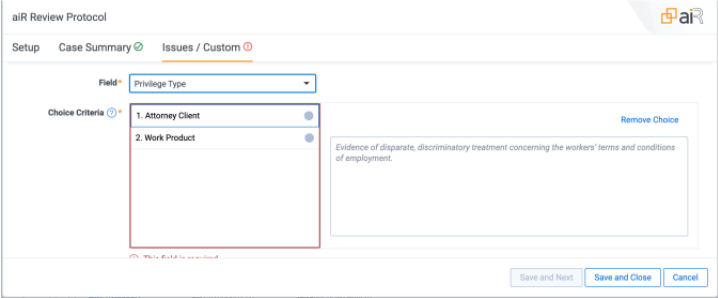
Cancel

Issues

In this scenario, the issues are described in the format expected by the application. In the description, we provide only the description of the issue at hand. We do not provide instructions to the underlying large language model on how it should label documents, because that is handled behind the scenes.

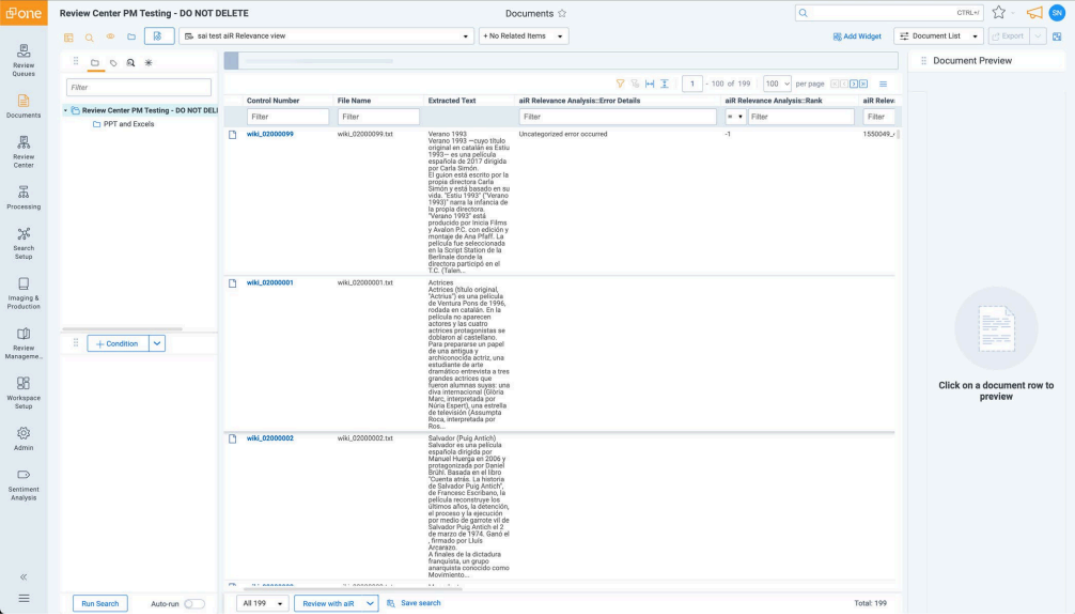
<https://community.relativity.com/s/article/aiR-for-Review-example-project>

3/5



Outputs

The resulting analysis gives a score for each topic per document. Here we can see that a strongly implicating document scores high on multiple issues, and the large language model is able to identify a more subtle indication of fear of retaliation. Documents that are unrelated to any issues score all 1s and do not have relevant snippets to present.



Cause

[Files \(0\) \(/s/relatedlist/ka0Qi00000022KHIAY/AttachedContentDocuments\)](/s/relatedlist/ka0Qi00000022KHIAY/AttachedContentDocuments)

Did this information resolve your issue?

YES

MAYBE

NO

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- [Analytics Email Threading - Attachments Not Threaded \(/s/article/Analytics-Email-Threading-Attachments-Not-Threaded\)](#)

[Analytics - List of All Fields](#)
(/s/article/Analytics-List-of-All-Fields)

[Data Grid - Endpoint - Client Node](#)
(/s/article/Data-Grid-Endpoint-Client-Node)

Have questions or need more help? Contact our team and someone will be in touch shortly.

[CONTACT US](#)
(MAILTO:SUPPORT@RELATIVITY.COM).

[!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\) \(https://www.relativity.com/blog/\)](https://www.relativity.com/blog/) [!\[\]\(29658d981ebdf5edc259074cbf6110e0_img.jpg\) \(https://www.linkedin.com/company/relativityhq\)](https://www.linkedin.com/company/relativityhq) [!\[\]\(9b3d169a802e50e3425ebff869ff6250_img.jpg\) \(https://twitter.com/RelativityHQ\)](https://twitter.com/RelativityHQ) [!\[\]\(510c3e621c59b50959bed0883f15fd7c_img.jpg\) \(https://www.facebook.com/203740992994518\)](https://www.facebook.com/203740992994518)
[!\[\]\(0bd24f72e7ea52ddf31d0d93d38b9fa5_img.jpg\) \(https://www.instagram.com/relativityhq\)](https://www.instagram.com/relativityhq) [!\[\]\(c989e9837edc3366dbd4fcbe5c73eb5c_img.jpg\) \(https://www.youtube.com/RelativityHQ\)](https://www.youtube.com/RelativityHQ) [!\[\]\(69fc3837a92984da290f29f7cfad8240_img.jpg\) \(https://www.glassdoor.com/Overview/Working-at-Relativity-EI_IE1771815.11_21.htm\)](https://www.glassdoor.com/Overview/Working-at-Relativity-EI_IE1771815.11_21.htm)

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