



**ADVISORY SERVICES DEPARTMENT**

BIA Senior Advisors form a critical component to client projects as they act to guide the projects at a high-level, usually working with senior members of the client’s internal and external teams to achieve the project goals. As such, Senior Advisors are primarily responsible for utilizing their knowledge and experience to provide consulting and advisory services to BIA’s clients. Senior Advisors make up BIA Advisory Services, which is the division of BIA that assists clients in a wide variety of Information Management practice areas including Litigation & Discovery, Document Retention & Management, Regulatory Compliance and IT Security. BIA Senior Advisors maintain licensure in several states as well as certifications in a variety of legal, technical, security and other fields. In order to stay current, BIA Senior Advisors participate in several industry standards organizations and professional events and publish peer reviewed articles and white papers. Often, BIA Senior Advisors can be found speaking at industry and professional training events. In general, Senior Advisors bill time to a client project on either an hourly or flat-fee basis.

**AREAS OF EXPERTISE**

The areas of expertise for BIA Senior Advisors are extensive. The experience and practice includes, but is not limited to:

- **Electronic Discovery & ESI Management:** Collaborate with clients and outside counsel regarding preservation, collection, processing, review, production, and storage of electronic data and paper documents in relation to an investigation or litigation. Develop protocols for all phases of electronic data management and discovery to allow for consistent, repeatable, defensible and cost-effective compliance with subpoena or other legal requirements.
- **Digital Forensic Examinations:** Conduct examinations of digital evidence, data and electronically stored information for private and public corporations, financial institutions, government entities and federal agencies.
- **Complex Civil Litigation:** Assist corporate clients involved in multi-party, multi-jurisdictional matters throughout every phase of complex civil litigation related to product liability, intellectual property, civil RICO, contract disputes, government investigations, European Union inquiries, and many other subjects.
- **Document Review Services:** In addition to overseeing teams of BIA-employed document review attorneys, provide project management as well as other seasoned guidance related to review protocols, workflows, and early case assessment techniques for small or large-scale document review projects.
- **Records & Information Management:** Perform assessments of clients’ information management systems, policies, processes and practices regarding paper and electronic data. Assist clients with retention/disposition of legacy data, assessing and/or implementing technology solutions for records & information management, as well as electronic discovery.
- **Regulatory Compliance/Risk Management:** Provide expertise with respect to HIPAA, FDA privacy requirements and other regulatory compliance issues. Provide expert guidance to clients regarding technical and business solutions with an emphasis on data management issues, including data recovery, data backup strategies and implementation, security and vulnerability assessments, IT policy monitoring and computer forensic investigations.
- **Technical Skills:** Microsoft Systems and Applications; Operating Systems (Solaris, OS/2, and Linux/Unix); Enterprise Applications; OpenView; Tivoli; Analysis (financial systems and advanced database analysis, systems architecture, business analysis, data modeling/database design, object oriented design, design patterns, character sets and Unicode, Windows development); Technology Architecture and Integration; Commercial Backup Systems (Vertis, ArcServe, and native system backup); Databases (SQL); Legal Systems (Summation, iBlaze, WebBlaze, CaseVault, Concordance, iManage, Lextranet, CaseCentral, CaseShare, Litigator’s Notebook, Documentum, Livenote, LexisNexis, Westlaw, Catalyst, Inference, Clearwell, Fios, Prevail, Kroll OnTrack, DocHunter, iCONNECT); Web (TCP/IP, HTML, general scripting languages and component architecture); Microsoft Certified Systems Engineer (NT 4.0)

**RECENT WITNESS TESTIMONY & MATTERS**

BIA’s Advisors have consulted on a number of matters:

- *Holland v. Motown Record Corporation*, Circuit Court, County of Wayne, Detroit, Michigan
- *United States v. Richard A. Causey, Jeffrey K. Skilling, & Kenneth L. Lay*, District Court, S. District of Texas, Houston
- *Potomac Group West v. The BISYS Group, Inc.*, Circuit Court, Montgomery County, Bethesda, Maryland
- *Zisholtz v. DiGiacomo*, Supreme Court, Kings County, Brooklyn, New York
- *Arrigale v. Merck & Co., Inc.*, Superior Court of the State of California, County of Los Angeles
- *OMMCare v. United Healthcare*, Superior Court of the State of California, County of Los Angeles

**EXPERTISE**

For almost a decade, BIA has been developing and implementing defensible, technology driven solutions that reduce the costs and risks associated with the management and analysis of data related to litigation, regulatory compliance and internal audits. BIA offers enterprise software solutions complimented by mature professional services in the areas of Litigation, Data Analytics, Digital Investigations, Commercial Fraud Investigations & Analysis, Electronic Policy Consulting, Audit/Certification Services, HR Data Related Policies and Analysis, Disaster Recovery and other related services. BIA provides software and services to Fortune 100, Global 2000 and Am Law 100 companies and government agencies. Headquartered in New York City, BIA also has offices in San Francisco, Seattle, Washington DC and a central data processing center in Southwest Michigan. BIA maintains digital evidence response units throughout the United States, Europe, Asia, and the Middle East. BIA’s unique and positive workplace culture promotes diversity and celebrates the professional skills of each individual.

**BAR ADMISSIONS**

- California
- District of Columbia
- Michigan
- New York
- Ohio

United States Courts of Appeals, Ninth Circuit

U.S. District Court, District of Columbia

U.S. District Court, Eastern, Central Districts of California

**MEMBERSHIPS**

American Bar Association

Association, Certified Fraud Examiners

Bar Association of San Francisco

California Bar Association

District of Columbia Bar Association

New York Bar Association

New York County Lawyers Association

The Sedona Conference WG1: Electronic Document Retention & Production

Women in e-Discovery

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