



# Ipro eDiscovery Production Checklist

Use this eDiscovery Production Checklist to make sure your production meets the requirements of your production agreement.

- Have you made an agreement on production requirements. If so, are your fields and images set up to meet the requirements of the agreement?  
For example:
  - Are you producing images?
  - Are those images black and white or color images?
  - Have you slip sheeted any necessary native files?
- Based on the agreement what constitutes eligibility for a document to be produced?  
For example:
  - Are you only producing responsive non-privileged documents?
  - Or, are there other requirements for the document to meet production eligibility?
- Within the Ipro toolset, set up the Production early to check for outstanding questions for the legal team or any clarification you need in order to successfully produce case documents.  
For example:
  - For your productions, are you producing single-page TIFFS or PDFs?
  - Are you proactively imaging your documents when necessary?
  - Have you set up your Production Shield?
- Are you obligated to OCR for non-searchable documents in your case?
- Has the team decided on a prefix and start number for your production?
- Have you determined which fields should be produced?