

Privilege Log entries can be populated while reviewing documents using the Work Product Inspector or the Work Product Palette. The Privileged Basis is only available for documents for which a privilege type mark has been applied.

With the Work Product Inspector once a document has been marked with a privileged type mark use the drop down to select a Privilege Basis or free type into the available note field.

Work Product Inspector: Document Id 4 🔹 📼 🗖 🗙			Work P	• — 🗆 × 🗖			
Marks	Iss	ues	Marks		Issue	s	
No	on-Responsive	<ul> <li>Breach</li> </ul>		Non-Responsive	$\checkmark$	Breach	
🖌 Priv	ivileged	Damages	$\checkmark$	Privileged		Damages	
📃 Re	esp-AEO	🔲 Hot		Resp-AEO		Hot	
Re:	esp-CONF	Mitigation		Resp-CONF		Mitigation	
Re:	esp-Public	<ul> <li>Prior Breach</li> </ul>		Resp-Public	$\checkmark$	Prior Breach	
E TES	ST-NP	TEST NP		TEST-NP		TEST NP	
Do	on't Know			Don't Know			
📃 Jur	nk			Junk			
📃 Teo	chnical Difficulty			Technical Difficulty			
Privilege Basis				je Basis			
TYPE BASIS HERE			Type o	or select a basis here		~	
Comments			🕻 🗌 Attorney Client				
comments			Attorney Work Product				
COMMENT •			🗆 Wi	thout Prejudice			
testing comments that prop			🗌 Pu	blic Interest			
			Se 🗌	lf-Incrimination			
Propaga	gate comment to duplicates (wil	l overwrite)	- 🗌 Joi	nt Defense		-	

The Work Product Pallet allows for the application of the Privilege Basis to a set of documents by highlighting the associated rows in the grid screen and selecting the Privilege Basis from the Work Product Pallet.

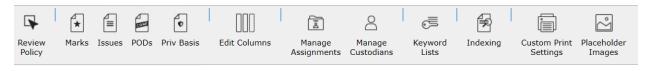
/ork Product Palette	
Marks	Issues
Unmark	$lacksquare$ Append $\bigcirc$ Overwrite $\bigcirc$ Delete
<ul> <li>Non-Responsive</li> <li>Privileged Resp-AEO</li> <li>Resp-CONF Resp-Public</li> <li>TEST-NP Don't Know</li> <li>Junk Technical Difficulty</li> </ul>	<ul> <li>Breach</li> <li>Damages</li> <li>Hot</li> <li>Mitigation</li> <li>Prior Breach</li> <li>TEST NP</li> </ul>
Privilege Basis Note: Applies only to document Clear privilege basis	s with a privilege-type mark
Type or select a basis here	
Attorney Client	
Attorney Work Product	
Without Prejudice	
Without Prejudice Public Interest	
*	



## Modifying the Priv Basis Drop Down

The Priv Basis dialog configures the drop down of available reasons why a particular document has been marked with a privileged-type Mark.

From the Settings menu, select Priv Basis:



In the Privilege Basis dialog type a new Basis or modify the existing entries.

Privi	Privilege Basis							
	SEQ	TITLE						
	1 Attorney Client							
	2 Attorney Work Product							
	3 Without Prejudice							
	4	4 Public Interest						
	5	Self-Incrimination						
	6	Joint Defense						
+	7	INSERT NEW BASIS HERE						
		Apply Close						

To edit an existing entry overwrite the appropriate fields with new values.

To add a new privilege basis, click the TITLE field in the row with the asterisk next to it and provide values for the SEQ and TXT fields as well. Click the Apply button.

To delete a privilege reason, select the row by clicking row selector box to the left of the row and hit the Delete key on you keyboard:



**Creating A Privilege Log** 

rivilege	e Basis		×				
SE	Q	TITLE					
	3	Without Prejudice					
	4	Public Interest					
	5	Self-Incrimination					
	6	Joint Defense					
	7	INSERT NEW BASIS HERE					
+	Delete Record	1	>				
You have selected 1 record for deletion. Choose Yes to delete the record or No to exit.							
		<u>Y</u> es <u>N</u>	0				

## Viewing the Privilege Log

Go to the Analysis Tab and click on Reports:

Matter	Process	s Settin	gs Anal	ysis	Tools	Drafts	Help
Keyword Analysis	Who to Whom	F Tabulate	Thread Visualizer	Dat Histog		Reports	

You will then see a list of all of the available Reports in DWR. Click on Privilege Log:



## **Creating A Privilege Log**

Reports									×
▼ Matter	Priv	ilege Log	J						
Matter Details Cost to Review	ID	BEGBATES	ENDBATES	DATE	PRIV DATE	PRIV SENTTO	PRIV CC	PRIV AUTHOR	PRIV I
<ul> <li>Data Summaries</li> </ul>	3			08/25/2007					
Date Histogram	44			11/21/2008	11/21/2008	Larry Mayer		Ben Blain	WP - J
Collections									
Extensions									
<ul> <li>Defensibility Logs</li> </ul>									
Document Control Log									
Clawback Log									
Redaction Log									
Privilege Log									
<ul> <li>Productions</li> </ul>									
Production Summary									
Bates Gaps and Overlaps									
Work Product									
Mark Summary									
Issue Code Summary									
Reviewer Summary									
			_						
	4								•
								Expo	ort

This report will retrieve documents in review which are marked with a privilege-type Mark If a document is retrieved but has not yet been saved to the Privilege Log, its row will appear gray:

To export the Privilege Log, click the Export button in the bottom right corner of the screen.