

SAFARI SOP

SUBPOENA MANAGMENT

Executive Summary





Safari SOP Subpoena Management Executive Summary

Safari is a cloud-based solution for companies to manage served legal documents. Our subpoena module is the first and only purpose-built solution to manage responses to subpoenas and document requests. Generate correspondence from your templates, deliver responses electronically, automate cost recovery, and provide unmatched security—all with built-in auditing and reporting. Safari gives you more control over these high-volume processes with third parties, improving efficiencies, increasing cost recovery, and reducing risk.

One System Managing All Responses

What does the flowchart of your current subpoena response process look like? Does it involve paper, sticky notes, scanning, emailing, printing, and/or multiple systems? Instead, imagine one system for all subpoenas and document requests, automated workflows, deadline alerts, seamless response delivery, issuer receipt confirmation, automated cost recovery, auditing of all actions, and built-in reporting. That system is Safari.

Specifically Designed For Legal Process Teams

Safari is the only system uniquely built for subpoena response teams:

- Documents are automatically downloaded from your registered agent, or can be manually entered if served directly on your company
- Users view documents side-by-side with key information and workflows enable routing for legal review or QA review
- Customizable checklists and templates enforce standardized processes and better satisfy compliance obligations
- Built-in auditing, reporting, and dashboards improve credibility internally and with regulatory agencies

Response Delivery Automatically

One of the biggest challenges faced by companies responding to subpoenas is how to securely and efficiently deliver response files and collect response costs. Safari's SecureShare™ portal is the answer. We have created the first secure, seamlessly integrated, easy-to-use delivery system. The alternatives don't satisfy these needs. For example, to implement a third-party encrypted email system, Outlook plug-ins are required, users have to manage encryption keys, the email system isn't integrated with the subpoena system, and email systems have file-size limitations creating one-off workflows such as encrypting files on flash sticks for delivery. And there is no built-in cost recovery. It's time to upgrade from email or overnight paper mail to a modern 21st century solution for delivering subpoena responses.

"With Safari, we've eliminated tracking in spreadsheets and automated our subpoena response processes."



NICK MITCHELL
VP, Legal Affairs,
Logix Federal Credit Union





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Superior Security With Two-factor Authentication

Safari provides security *and* usability:

- **Single Sign-On (SSO):** If implemented, only users who are properly authenticated on your corporate network can access Safari. And, company users don't need new user IDs and passwords.
- **Encryption:** All data and file attachments are encrypted at rest in the Safari system, and during transmission.
- **Two-Factor Authentication:** For highly sensitive response files, add an extra level of security using Safari's unique two-factor authentication for verifying issuers.
- **Restricted Access:** For sensitive or confidential requests, restrict access only to specified users.

Cost Recovery Guaranteed

On Safari, cost recovery for subpoena responses is as simple as checking a box to auto-generate an invoice. When the issuer accesses Safari's delivery portal, the issuer can see that the files are ready for download, but the issuer must first pay your invoice using a standard credit card interface. We call this the SecureShare paywall. It's simple, immediate, and the only cost-recovery solution in the industry. Safari will likely be your only system that enables you to recover the costs of legal operations AND pay for the system costs in year 1 – a great story for your company's CFO and CEO.

Experienced & Proven Product Leadership

Safari has diverse and talented people with startup and large company experience. Our three founders helped build Serengeti Tracker, the world's most widely-used and highest-rated matter management and e-billing solution for corporate law departments. We are applying all that we learned to help companies save time, recover cost, and reduce risk when responding to subpoenas and other document requests.

"With Safari's cost recovery features, we're collecting more in one month than we did in the past 16 years."



TYLER WILLIAMS
Associate General Counsel,
ABC Supply

Next Steps

- Sign up for a demo of the Safari: safarisop.com/demo
- Access our members area to view articles and webinars: safarisop.com/resources
- Contact Mark Hentschell, VP of Sales at mark@safarilaw.com or 425.298.3620



Visibility

An organized list of all subpoenas

All Requests									
+ NEW									
Search...									
VIEW Active - Unresolved									
SAFARI ID	DATE DUE	REVIEWER	ISSUER	LOCATION	Notes	Links	Star		
Subtype	Received	Status	Contact	Subject					
21-0005 Subpoena	12/30/2021 12/11/2021	Sally Jones Prep Response	Harper & McCord PLLC Rob Rosato	Pennsylvania Wally's Wheelbarrows, Inc.	2				
21-0009 Subpoena	12/24/2021 12/10/2021	Sally Jones Portal Expired (Unaccessed)	Eyrl & Vanella LLP Britney Lancer	California Hyperswoop Two, Inc.		1			
22-0001 Acct. Garnishment	12/30/2021 01/02/2022	Jane Wilson Delivery Setup	County of Humboldt Brenda Webster	California James Masterson		3			
22-0002 Wage Garnishment	12/24/2021 01/02/2022	Jane Wilson Prep Response	-- Thomas Horn	Mississippi Fred Flin					
22-0003 Lawsuit	-- 01/02/2022	Jane Wilson Prep Response	Reggie & Billwicle, P.C. Daphney Duck	California Freddy Mercury					
21-0001 Subpoena	12/30/2021 (-3 days) 12/12/2021	-- Prep Response	Aadalen & Assoc., LLP Jan Porter	New York --					★
21-0004 Subpoena	12/30/2021 (-3 days) 12/13/2021	-- Prep Response	Foster & Perkins, LLP Anne Smith	California --	1				
21-0007 Subpoena	12/28/2021 (-5 days) 12/14/2021	-- Prep Response	Bogle & Bates, LLP Christine Peterson	Texas --					

Ease-of-Use

View subpoena documents next to data fields

SAVE

20-00052 Subpoena

DUE: 02/28/2022
Wally's Wheelbarrows, ...

Harper & McCord
David Catrow

STATUS Prep Response CHANGE

REVIEWER Sally Jones

PRIMARY

SUBTYPE
Subpoena

CASE NO.
19-cv-8919

ENTITY SERVED
Zebra Bank ENTITY NAME DISCREPANCY

DATE RECEIVED 12/11/2021 STATE RECEIVED Pennsylvania

RETURN DATE mm/dd/yyyy DUE DATE mm/dd/yyyy

SUBJECTS

WALLY'S WHEELBARROWS, INC.

SUBJECT NAME
Wally's Wheelbarrows, Inc.

SUBJECT TAX ID 91-37483373 SUBJECT ACCOUNT ID 4200-39483901

CLOSE VIEWER FILE NAME: Wally's Wheelbarrows, Inc. Subpoena .pdf

Wally Subpoena.pdf

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AO 88B (Rev. 12/13) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT
for the
Middle District of Pennsylvania

PWRFL Supply, Inc.

Plaintiff

v.

Wally's Wheelbarrows, Inc.

Defendant

)

)

)

)

)

Civil Action No. **19-cv-8919**

SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION

To: Zebra Bank

(Name of person to whom this subpoena is directed)

Production: YOU ARE COMMANDED to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place: Harper & McCord PLLC, 987 Second Street, Suite 1501, Punxsutawney, PA 15767	Date and Time: [date] 9:00am
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Duplicate Alerts

Quickly flag and resolve duplicates

The screenshot shows a software interface with a top navigation bar containing a 'SAVE' button, case details (20-00052 Subpoena, DUE: 02/28/2022, Wally's Wheelbarrows, Harper & McCord David Catrow), and utility icons. The main content area is divided into a left sidebar and a main workspace. The sidebar includes a 'STATUS' dropdown set to 'Prep Response', a 'REVIEWER' dropdown set to 'Abdurrahman Driscoll', and a red 'ALERT' icon with the text 'Possible Duplicate'. Below this are expandable sections for 'PRIMARY', 'SUBJECTS', 'FINANCIAL', 'ISSUER', and 'ADDITIONAL'. The main workspace has a 'LINKS' section with a search bar and a table of linked records. The table has columns for 'SAFARI ID', 'RECEIVED STATUS', 'ISSUER CONTACT', and 'LOCATION SUBJECT'. One record is shown with a 'Possible Duplicate' alert icon and a 'CLEAR ALERT' checkbox. Below the table are icons for 'REQUEST', 'RESPONSE', 'FINANCIAL', 'CORRESP.', and 'INTERNAL'. The 'REQUEST FILES' section includes a search bar and a table with columns for 'FILE NAME', 'UPDATED ON', and 'Updated By'. One file is listed: 'JMasterson Subpoena.pdf' (317 KB), updated on 02/11/2022 by Tyreke Bradshaw.

Templates

Save time with template correspondence

The screenshot shows the software interface with a top navigation bar similar to the previous image. The left sidebar is expanded to the 'ISSUER' section, showing contact information for John Dawson, including phone, mobile, fax, email, and org type. The main workspace is a form for sending correspondence. It has tabs for 'SEND', 'DRAFT', and 'CANCEL', and a 'NAME' field set to 'Declaration of No Records'. The form includes fields for 'RECIPIENT' (Email, Issuer, John Dawson, jdawson@harperinc.com), 'REPLY TO' (Reviewer), and 'SUBJECT' (Case No. 20223098-4 - Declaration of No Records). There is a 'BROWSE' button for attachments. Below the form is a rich text editor with a toolbar and a preview of the document. The document is titled 'DECLARATION OF NO RECORDS' and contains the following text: 'Case No.: 20223098-4', 'Our Reference ID: 20-00051', 'Date Served: 05/12/2020', and 'Subject of Subpoena: [[Subject Names]]'. The body text reads: 'I, Daniel McCall, a recording agent for Records Retention, certify that a thorough search of our files were done in the ordinary course of business by authorized personnel. A careful search for the records has revealed no records were found for the subject above. It is to be understood that this does not mean the requested information does not exist, but no records were found due to; another name, under another spelling, or not enough information provided. However, with the information furnished to our office and to the best of our knowledge, I certify the above to be a true and accurate statement.' The signature is 'Daniel McCall' and the date is '02/11/2022'.



Collaborate with Teams

Notes with @mentions to colleagues

The screenshot shows a document interface with a top navigation bar. On the left, there are tabs for 'STATUS' (Prep Response), 'REVIEWER' (Abdurrahman Driscoll), and a list of categories: PRIMARY, SUBJECTS, FINANCIAL, ISSUER, and ADDITIONAL. The main area is titled 'NOTES' and contains a text editor with a toolbar. A note is visible: '@Alexis Dixo I need your review of the subpoena to determine if the request for documents related to this item is overly broad, or we should claim is protected by the attorney-client privilege. Thanks, Abdur'. Below the note is a search bar and a list of notes with columns for 'DATE' and 'AUTHOR'. One note is listed: '02/11/2022 12:00 PM Tyreke Bradshaw Don't forget to file a copy with the records department'. At the bottom, there are folder icons for 'REQUEST' (1), 'RESPONSE' (0), 'FINANCIAL' (0), 'CORRESP.' (1), and 'INTERNAL' (0).

"We weren't looking for a subpoena response system and didn't know that a system like Safari existed. It's worked really well for us. It's easy to use and the ability to audit the entire process is important."



JONATHAN RUPP
General Counsel,
Mountain America Credit Union

"Culturally, we strive for the best technology and people. We want to get away from manual processes because they take time and cost more in the long run. We're relying on Safari to replace outdated processes."



BRIAN HUNT
Senior VP and General Counsel,
First Merchants Bank

