Onit

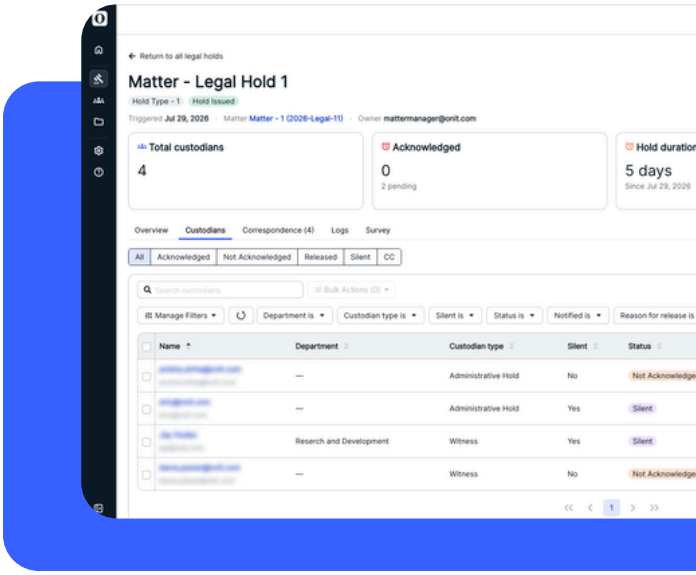
DATASHEET

# Defensible Holds, Built Into Unity ELM

Legal holds are a critical part of the litigation process, requiring the preservation of relevant information once litigation is reasonably anticipated.

Unity Legal Holds helps legal teams issue notices, track acknowledgments, manage custodian obligations, coordinate preservation activity, and report on hold status from the matter record in Unity ELM. Legal hold notices can be issued quickly, without relying on manual processes or disconnected tools.

Built on a configurable platform, in-house team members can gain access to hold status, custodian responses, preservation activity, and legal hold actions that need attention. With reusable templates, Legal Hold Types, custodian questionnaires, reminders, escalations, silent holds, dashboards, and preservation integrations, teams can reduce manual reconstruction and maintain a clearer record of who was notified, who responded, what changed, and what required follow-up.




## Preservation and Compliance

Custodian acknowledgments and questionnaire responses are collected and stored centrally, creating a reliable record of notice delivery and response. Automated notifications and reminders support compliance tracking without manual follow-up.

Reporting and dashboards track notification delivery, acknowledgments, custodian status, employee changes, escalations, and preservation exceptions, giving teams oversight across legal hold activity connected to Unity ELM matter context.

Integrations with HR, matter management, Microsoft, Google, Slack, Dropbox, and other systems help align legal holds with existing enterprise workflows. Preservation workflows depend on configured systems, client IT permissions, and required provider access.

## What Legal Teams Gain

- Launch holds faster using reusable templates and Legal Hold Types
- Send custodian questionnaires and track responses in the hold workflow
- Track acknowledgments, reminders, escalations, revisions, reissues, and releases
- Give custodians a clear dashboard for pending obligations
- Connect legal hold activity to Unity ELM matter context
- Report on hold status without rebuilding the timeline from email, spreadsheets, or HR exports