

Attorney/Client Technology Mapping Tool

Questions Every Attorney Should Ask Their Client Involved In Litigation

1. How many computers does the organization use?

2. What types of computers are they?
 - a. # Servers:
 - i. Operating System & Version:
 - ii. Operating System & Version:
 - iii. Operating System & Version:
 - iv. Operating System & Version:
 - b. # Desktops:
 - i. Operating System & Version:
 - ii. Operating System & Version:
 - iii. Operating System & Version:
 - c. # Laptops:
 - i. Operating System & Version:
 - ii. Operating System & Version:
 - iii. Operating System & Version:
 - d. # Thin-Clients:
 - i. Operating System & Version:
 - ii. Operating System & Version:

3. What Software Applications does the organization use?
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 - h.
 - i.
 - j.
 - k.
 - l.
 - m.

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4. How do you manage data back-ups?
 - a. Frequency: Daily -- Weekly -- Monthly -- Other -- Never
 - b. Media Type: Tape -- External Hard Drive -- Remote -- DVD -- CD -- Other
 - i. Brand:
 - ii. Model:
 - iii. Capacity:
 - iv. Product ID:
 - c. Location of Backed-up Data Media:

5. How many cell phones does the organization own?
 - a. Who is the Service Provider?

6. How many PDA's does the organization own?
 - a. Who is the Service Provider?

7. Who is your ISP?
8. Where is your website hosted?
9. Where is your email hosted?
10. Do you have a firewall installed?
 - a. Brand:
 - b. Model:
 - c. Do you maintain Firewall logs?

11. How is your IT Infrastructure managed? Internal -- External
 - a. IT Manager: Name (Company Name if applicable)
 - b. Contact Information:

12. Do any employees (currently or in the past) utilize personal equipment for work purposes?

13. Are there any other media used by your organization?
 - a. Websites:
 - b. Hosted Services:
 - c. Digital Fax/Copy Machines
 - d. Phone Systems/VOIP Systems
 - e. TIVO/PVR's
 - f. Digital or Video Cameras
 - g. Other

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14. Does the organization have written policies for computer/technology/data management in place throughout the organization?
 - a. Are these policies signed by employees, contractors, partners, and vendors?
 - b. How often are these policies reviewed?

15. Does the organization actively monitor its network?
 - a. Restrict Websites?
 - b. Restrict personal/free email?
 - c. Restrict IM (Instant Messaging)?
 - d. Restrict Online Gaming (MUDD)?
 - e. Restrict Streaming Video/Audio?

16. What information, relevant to this case is contained on these devices?

The Lorenzi Group is a full service, New England based provider of Digital Forensic Services. We assist clients during the acquisition and imaging, processing, analyzing, and reporting and testifying process of digital evidence management. Born out of an expressed need by attorneys for a reliable and professional digital forensics team, we work with companies and firms across the country bringing them the evidence they need. If you would like to learn more about us, the processes and equipment we use, or how to utilize our services, we would enjoy hearing from you. Please visit our website at www.thelorenzigroup.com. We can be reached directly at 1-866-632-9880 or by email at info@thelorenzigroup.com.