



Suhas Bhairav

AI Litigation Data Hold Notification Plan Flow

**Automate and audit company-wide data hold
notices for court discovery**

A repeatable, auditable process to generate, send,
and log data hold notices for legal discovery.

Suhas Bhairav

suhasbhairav.com

Flow Overview

This page defines the end-to-end flow for AI-generated litigation hold notices, from data sources to distribution and audit. It clarifies what to automate, what requires human review, and where approvals are required.

Key move Pre-approve notice templates; run a mock data test first.

PRACTICAL CHECKLIST

- 01** Define hold criteria and triggers based on court order, regulatory requirements, and internal data categories.
- 02** Identify data sources: custodians, emails, file shares, backups, chat archives, and collaboration spaces.
- 03** AI draft hold notice: create initial language referencing case name, hold scope, and required actions.
- 04** Legal review and approval: counsel reviews AI draft for accuracy, scope, and compliance.
- 05** Distribution plan: recipients, channels (email, secure portal), and acknowledgment tracking.
- 06** Logging and auditing: automatic entry into discovery log with versioning and timestamps.

Suhas Bhairav AI Resource

A repeatable, auditable process to generate, send, and log data hold notices for legal discovery.

Data, Tools, and Roles

This page lists required data, recommended AI tools, and people responsible.

Key move Run a dry-run with mock data before live deployment.

PRACTICAL CHECKLIST

- 01** Data required: case ID, custodians, data sources, discovery deadlines.
- 02** Data privacy and governance: access controls, encryption, retention.
- 03** AI tools: Claude or ChatGPT for drafting; security guardrails; enterprise integration.
- 04** Human review workflow: attorney review steps, sign-off, version control.
- 05** Logging & retention: storage location, retention period, auditability.
- 06** Roles & ownership: Legal Ops owns process; IT and Security provide support.
- 07** Data quality checks: ensure holdings are up-to-date and complete.

Suhas Bhairav AI Resource

A repeatable, auditable process to generate, send, and log data hold notices for legal discovery.

Adoption & Governance

Outline practical weekly steps to adopt the flow in small increments, with metrics and approvals.

Key move Establish formal ownership and a quarterly review of the flow.

PRACTICAL CHECKLIST

- 01** Week 1 pilot: select 2-3 custodians, limited case, and a draft notice.
- 02** Week 2: expand to more custodians, standard templates; refine approvals.
- 03** Week 3: enable auto-draft routing to reviewers; track acknowledgments.
- 04** Week 4: publish dashboards showing hold status, deadlines, and audit trails.
- 05** Guardrails: ensure sign-off before issuance; enforce data minimization.
- 06** Ownership: assign Legal Ops as owner with IT/Security advisory.
- 07** Metrics: track time-to-notify, accuracy, and audit completeness.

Suhas Bhairav AI Resource

A repeatable, auditable process to generate, send, and log data hold notices for legal discovery.

ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com