

DOCUMENT REVIEW SERVICES

THE IN-HOUSE ADVANTAGE



OUR BEST PRACTICE-BASED REVIEW PROCESS



1) PROJECT INITIATION CONSULTING

Design a review protocol and select optimal coding structure



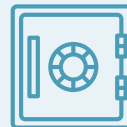
2) PRIORITIZE & MINIMIZE

Use tools and expertise to review high-priority documents first and minimize volume reviewed



3) QUALITY CONTROL

Combine statistical validation and error-targeting searches

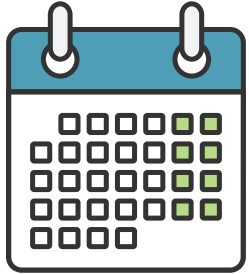


4) ASSURE DEFENSIBILITY

Maintain material copies, record training sessions, log Q&As, in-house management staff instead of contractors

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CUSTOMIZABLE PROJECT REPORTING & BUDGET

- Daily or weekly reporting
- Overall progress and estimated completion dates
- Review progress by custodian or data source
- Coding breakdown by customizable categories
- Compare actual expenses to date against budget

TECHNOLOGY ASSISTED REVIEW



SAVE TIME AND MONEY



FIND RELEVANT DOCUMENTS
MORE QUICKLY



ELIMINATE NON-RELEVANT
DOCUMENTS FROM REVIEW

THROUGH

- RELATIVITY ASSISTED REVIEW
- EMAIL THREADING
- DOMAIN PARSING
- NEAR DUPLICATE ANALYSIS

CONTACT



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Our commitment to guarding clients' confidential information is demonstrated by ISO 27001 certification of our information security management system, including the e-discovery systems used to store and process client data. ISO certification was performed by Schellman & Company.

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