Case Study

Providing document review services to a US based Law Firm

Project Request

One of the leading LPOs received a project request to perform document review from a mid size Law Firm based in the US. The documents are to be reviewed and tagged so that they could be easily used in litigation.

Project Requirements

- ✓ Tagging of documents
- ✓ Sorting data in the documents under desired headings
- ✓ Summarizing several communications from all the individuals
- ✓ Identifying and scrutinizing privileged documents
- ✓ Analyzing the evidentiary value of documents

Solutions Implemented

In the first phase, an IT expert digitizes a portion of the review and tagging process. Thereafter, a designated team of 12 members on the project implements several quality control measures and two team members are allocated the work for checking the quality on daily basis. Based on each day's assessment, the company is regularly notified of progress through drafts.