Meet Document Review Challenges with Confidence

Any size, any time, anywhere.

Available across the globe, our document review service offerings are tailored to fit your needs, ranging from staffing contracted resources to end-to-end review project management.

Global Footprint and Security

We provide review services in our secure facilities throughout the United States and in Frankfurt, Hong Kong, London, Tokyo and Toronto. We have more than 1,250 seats available worldwide. Our teams are physically separated and use work stations powered by thin-client technology, allowing us to tightly control the review environment and preventing unauthorized access to information.

Expert Staffing

We maintain a worldwide database of more than 12,000 vetted contract attorneys and paralegals. Our attorneys are licensed, in good standing and, if required, admitted to practice in the jurisdiction in which the review takes place.

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Experienced Project Oversight

We designate a seasoned project leader to oversee every matter. Project leaders have significant litigation experience at major law firms as well as experience overseeing large-scale, complex document reviews. These individuals understand how to manage high-caliber projects while making workflows more efficient and effective. They dedicate themselves to ensuring that every project under their guidance gets the attention it deserves:

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Managed Review Services

The hallmark of Epiq's review offering is what we call "managed review." In this model, Epiq manages the overall process of review as well as the day-to-day activities of the review team. Our managed document review solutions are designed to be flexible and customizable in order to meet a wide range of unique requirements. We provide staffing, fully managed review and specialized services, such as audio review. In collaboration with counsel, Epiq advises on case-specific review and budgeting, staffing requirements and iterative review processes. And all of our solutions are delivered by a hand-picked team of project managers with deep subject-matter expertise.

Centralized Project Management

The project manager (PM) supervises the document review and plays a key leadership role in the oversight and administration of our managed document review projects. The PM serves as the point of contact among the document review team, the eDiscovery team, outside counsel and/or the corporate legal team. The PM manages the review process from inception through production, monitoring reviewer progress, performing quality control (QC) and providing daily reports.

Quality Control

We work with the legal team to customize the QC for each case. We typically recommend a combination of both random and targeted QC, with pre-production validation, to ensure a high-quality, defensible review. The PM and senior leadership may also consult on best practices for workflow and use of technology-assisted review (TAR).

Training

Epiq can custom-design review protocols and training materials; we can also provide guidance on best practices for substantive reviewer training.

> **Epiq offers defensibility documentation for every matter.**

Daily Reporting

We provide daily reporting on both review metrics and substantive matter issues. Review statistics, substantive questions and information regarding noteworthy documents are provided with each day's report. Reporting is customizable for the issues most pertinent to each case.

Privilege Review and Privilege Log Drafting

We work with clients to develop effective strategies for targeted privilege reviews and the drafting of standard and categorical privilege logs. We have designed standardized coding forms to maximize consistency and efficiency when creating a textual basis for privilege, minimizing log cleanup once review coding is complete.

Defensibility Binder

Epiq offers defensibility documentation for every matter. The defensibility binder provides a record of all training materials, client communications, daily reports, QC and validation protocols, reviewer resumes and any Epiq-generated work product, such as a privilege log. This documentation can be invaluable should any aspect of the review be questioned.

Epiq On-Site Solutions

On-site solutions ensure compliance with data and privacy regulations and corporate security protocols. Epiq's suite of on-site solutions coupled with our document review services allow you to conduct investigations wherever and whenever the need arises.

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