

# epiq scale

**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 across the globe, including review centers in Frankfurt, Hong Kong, India, London, Tokyo, and Toronto. We have over 2,500 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 resource recruiting

We maintain a worldwide database of more than 20,000 vetted contract lawyers and paralegals. Our lawyers are licensed, in good standing and, if required, admitted to practice in the jurisdiction in which the review takes place.

## 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.

## Managed review services

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

**People. Partnership. Performance.**

**Contact** [legalsolutions@epiqglobal.com](mailto:legalsolutions@epiqglobal.com)

## Quality control

We work with our clients to customize the quality control process 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 RM and senior leadership may also consult on best practices for review workflow, including the use of technology-assisted review.

## Training

We work with the legal team to custom-design review protocols and training materials for each project. We can also provide guidance on best practices for substantive reviewer training.

## Daily reporting

We provide daily reporting on both review metrics and substantive issues relating to the review. 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 utilize expertly designed coding forms standardized to maximize consistency and efficiency. Our privilege log workflow minimizes the need for additional modifications 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.

## Epiq on-site solutions

We can also come to you. Epiq offers on-site solutions that ensure compliance with data and privacy regulations as well as 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.