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

Epiq provides review services in our secure facilities in London and in Frankfurt, throughout the United States, Hong Kong, India, 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 unauthorised access to information.

Expert staffing

We maintain a worldwide database of more than 12,000 vetted lawyers and paralegals. Our lawyers are qualified, 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-calibre projects while making workflows more efficient and effective.

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 customisable in order to meet a wide range of unique requirements. We provide staffing, fully managed review, and specialised services, such as audio review. In collaboration with counsel, Epiq advises on case-specific review and budgeting, staffing requirements, and iterative review processes. All of our solutions are delivered by a hand-picked team of review managers with deep subject-matter expertise.

Centralised 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 to production, monitoring reviewer progress, performing quality control (QC), and providing daily reports.

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Document Review

Quality control

We work with the legal team to customise the quality control 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 workflow and use of Technology Assisted Review (TAR).

Training

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

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 customisable for the issues most pertinent to each case.

Defensibility binder

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

Technology Assisted Review (TAR)

Epiq has a dedicated TAR team that specialises in this area across all of the technology we deploy. Whether it is review workflow, TAR or advanced analytics, Epiq has an expert on staff to assist our clients to achieve the best results. We will bring these team members to each matter at the right time to work with our Teams and the client. We can offer advice, answer questions or create a complete review and analytics workflow depending on what the needs are of the case team.

Epiq on-site solutions

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

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"eDiscovery" is a blanket term to include our eDiscovery and eDisclosure practices across multiple geographies.