



case study

SF Legal Provides Hosted Solution to Help Turn Document Overload into Competitive Legal Strategy

When a small law firm in Houston received a motion from opposing counsel, they faced a daunting challenge. How to review 800,000 images, partly over the Memorial weekend holiday, and meet the tight response deadline?

Enter San Francisco Legal. They were introduced to the law firm by a client, an attorney staffing and review services provider, to help them meet their looming deadline. SF Legal was asked to cull the data using keywords and provide a web-based hosting solution using Concordance software.

"With SF Legal's help, a small law firm was able to turn a document overload into a competitive legal strategy. They were able to respond to a critical motion from a very large law firm that required a lot of research in a short amount of time. I think their detailed response probably came as a surprise to the big firm, but it didn't surprise us. At SF Legal, we have the tools and resources to help clients of all sizes meet stringent deadlines."

Jeff Lewis | Digital Services Manager

SF Legal reduced the law firm's image count to 500,000 after running a series of key terms searches based on specific parameters. Then, they structured the web-based hosted review process, determined the best practices methodology for tagging data, and ran queries as required.

With culling complete and the hosted solution prepared, the next step was for every page of documentation to be reviewed by attorneys, one page at a time, over a holiday weekend.

DIGITAL FACTS

- Culled data from 800,000 images to 500,000
- Supported 20 offsite review attorneys
- Simultaneous review using web-hosted solution
- Holiday weekend didn't delay critical deadline
- Provided Concordance training

SF Legal began to work with ten freelance attorneys that were provided by its review services client. The next day it was clear that additional help was needed and ten more attorneys joined the review team. The attorneys completed the project offsite – with SF Legal's support – by the following Friday. As a result, the small Houston firm was able to meet an important response deadline with a compelling motion of their own.

About San Francisco Legal

With extensive experience in all aspects of litigation support, San Francisco Legal uses a consultative, hands-on approach to assist clients at every step of the trial process. By offering turnkey document solutions and thorough, attentive service available around the clock, San Francisco Legal has grown to become the largest locally owned and operated legal support facility serving the Greater Bay Area – and beyond – since its founding in 1998. More information about San Francisco Legal can be found at www.sanfranciscolegal.com, or by calling (415) 392-2900.