



DOCUMENT REVIEW SERVICES

Steptoe's Complex Litigation & Discovery Center achieves reliability and cost-efficiency for projects involving the legal review of documents and electronic files.

Established in 2003 in Rockville, Maryland, Steptoe's Complex Litigation & Discovery Center has over 100 attorneys and other professional staff dedicated to conducting the review of documents and electronic files in support of our firm's legal services.

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Having conducted the review of more than 10 million documents and electronic files, the Center has experience performing that task for a variety of legal endeavors, such as:

- Antitrust litigation and Hart-Scott-Rodino compliance;
- Commercial, insurance, and intellectual property litigation;
- Transactional due diligence projects;
- Internal investigations; and
- White-collar criminal representation.

The Center provides this service in a professional, reliable, and cost-efficient manner. Indeed, before engaging in a document review project, the Center's management staff prepares a detailed work analysis that includes a budget and a schedule for the stages of the review.

SUPERVISION & QUALITY CONTROL

Steptoe recognizes that the reliability of a review ultimately depends on the capacity of the attorney making the legal assessment of the document or electronic file.

Before starting a review project, the Center provides training to the reviewers as to:

- Techniques for reviewing different types of documents and electronic files efficiently and reliably;
- Substantive assessment of responsiveness;
- Detection of privileged materials and preparation of privilege logs;
- Substantive objectives of the review;
- Substantive coding;
- Identification and handling of "close-call" classifications; and
- Use of software and equipment.



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The Center has performed reviews using the major software platforms and ensures that its staff remain apprised of new software products. Moreover, the Center trains its management staff per Six Sigma guidelines, constantly revising its processes to achieve progressively higher levels of accuracy and efficiency in data entry and coding.

For quality control purposes, certain operations at the Center are audited annually pursuant to Sarbanes-Oxley SAS-70 Type II standards. The Center also maintains secure, multi-terabyte storage servers to host the electronic files and data to be reviewed.

Furthermore, as document review projects progress, the Center's experienced management staff give the reviewers "over-the-shoulder" supervision, improving the thoroughness of the review. Through this process, any deficiencies found are addressed and resolved to avoid significant impact on the project's budget or schedule.

The Center's managers also provide daily reports on the progress achieved, indicating the review rate attained and how that performance relates to the budget and schedule. At the completion of the project, the Center provides a report on the work performed and the goals achieved.

To learn more about Steptoe & Johnson LLP's Complex Litigation & Discovery Center, please email us at cldc@steptoe.com or call us at +1.866.298.2383.



ABOUT STEPTOE & JOHNSON LLP

With more than 450 attorneys worldwide, Steptoe & Johnson LLP provides counsel and representation in a wide range of legal fields. In more than 60 years of practice, the firm has gained a national and international reputation for vigorous representation of clients before governmental agencies, successful advocacy in litigation and arbitration, and creative and practical advice in guiding business transactions.

Steptoe has a strong and long-standing commitment to bringing cost-effective solutions to client matters, from the routine to the most complex. In novel and sophisticated matters, we analyze the costs and benefits of potential strategies and work to recommend the solution that promises the greatest value to the client.