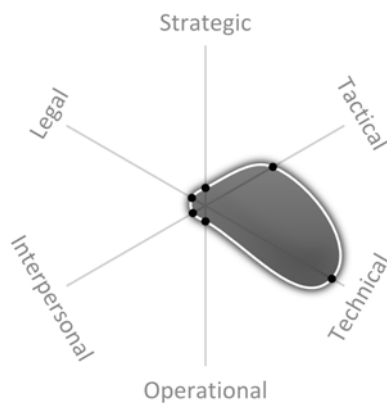
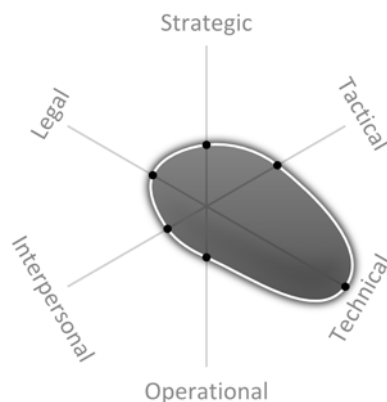


Analyst



- Responsible for maintaining and troubleshooting litigation databases (data normalization, global edits, de-duplication, merging data into existing records, indexing and packing databases).
- Builds relational database using Concordance/Summation and Microsoft Access. Creates new database and image collections using Concordance/Summation and IPRO. Checks the quality of files from vendors and other third-party sources for loading into litigation support applications.
- Provides application support and troubleshooting assistance to users when necessary.
- Maintains tracking logs for data received and loaded, as well as an inventory of media received for each project.
- Assists with the duplication and creation of data production on external storage.

Specialist



- Responsible for supporting the day-to-day operation of litigation databases and applications (source and image loading, data manipulation, quality control, troubleshooting).
- Provides technical support for litigation software applications.
- Works with internal clients to define requirements, organization, and management of evidence and case-related documents.
- Addresses ongoing issues and provides advice on best practices for case management.
- Develops recommendations, plans, cost estimates, budgets, procedures, and specifications for case-specific projects.
- Given discretion to exercise independent judgement under minimal direct supervision.

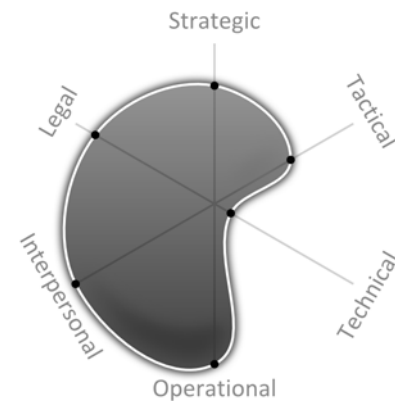
Project Manager



- Manages the full lifecycle of a case from collection through trial.
- Interfaces with clients on specific projects; coordinates communication and collaboration among stakeholders (clients, partners, associates, litigation support staff, IT staff, vendors).
- Oversees day-to-day technical support activities; actively participates in meet-and-confers.
- Creates and maintains project documentation, ensuring a clear audit trail.
- Runs project design meetings and provides guidance on project function and structure.
- Proactively identifies and escalates issues and potential risks to the eDiscovery process.
- Manages the timeliness of vendor services, monitoring negotiated schedules and budgets to maintain on-time and on-budget productions.

Regional Coordinator

- Coordinates efforts among multiple offices in a geographic area, balancing resources and case teams on simultaneous litigation projects.
- Interfaces with clients on specific projects; coordinates communication and collaboration among stakeholders (clients, partners, associates, litigation analysts, IT staff, vendors and service providers, eDiscovery team, litigation support staff).
- Creates and maintains project documentation, ensuring a clear audit trail.
- Proactively identifies and escalates issues and potential risks to the eDiscovery process.
- Is an active participant in meet-and-confers.
- Supervises, mentors, trains, and assists eDiscovery professionals within the firm.
- Manages the timeliness of vendor services, monitoring negotiated schedules and budgets to maintain on-time and on-budget productions.



National Manager

- Tactically coordinates and promotes litigation support services and technologies.
- Provides strategic advice to attorneys on eDiscovery.
- Identifies and proposes new litigation support systems as well as enhancements to existing systems, overseeing system maintenance.
- Supervises, mentors, trains, and assists eDiscovery professionals within the firm.
- Assists case teams in designing and utilizing technology strategies in all phases of litigation including case budgeting, document control, trial preparation, and case production.
- Makes recommendations to firm leadership on enhancements and alterations to the firm's litigation support assets and operations.



Firmwide Director

- Strategically coordinates and promotes litigation support services and technologies.
- Works with the firm's Litigation Support Committee or eDiscovery Task Force to ensure the firm's capabilities match its needs.
- Monitors resources utilized by litigation support activities, ensuring appropriate staffing, tools and equipment, infrastructure, and ongoing training programs.
- Has overall responsibility for the design and implementation of enterprise-wide litigation support budget requirements.
- Demonstrates an appreciation of the business and legal objectives sought on behalf of clients and tailors technological solutions to those ends.

