

Managed Review Services

Scalable, defensible managed review services can augment and streamline your corporate legal department while reducing review costs. Combine that with a best practice approach, sophisticated technology, and tailored services and you've got the right combination to give you an edge in review capabilities.



Staffed by highly qualified vetted lawyers, each review is customized to the case needs of our corporate and law firm clients.

Our review experts provide:

- First-pass responsiveness review and issue coding for litigation and investigations
- Second-tier review for privilege, trade secret, confidential and other sensitive information
- Merger and acquisition due diligence support
- Compliance reviews on a look-back or diagnostic basis
- Multi-language document review and foreign language translation

Our expert legal teams provide rapid response, high-volume document review and coding services. When you work with us for managed review services, you gain access to a bench of thousands of professionals located in key locations around the globe.

Reviews are led by domain experts who work in close collaboration with your counsel and are guided by experienced lawyer project managers. Every review is customized to specified case needs and conducted by highly qualified, vetted attorneys.

Industry-leading processes

We design our project workflows to meet your requirements and support the review through proven, defensible and transparent processes.

Our approach is iterative and analytics-driven to reduce the document review universe that requires review, and prioritize documents warranting immediate attention — saving you time and costs of the review. The results of each project are backed by rigorous quality management protocols and audit trails to ensure defensibility.

Efficient operations

Reviews performed by our team follow the same proven, streamlined process that allows projects to be completed in the most efficient and cost-effective manner. Our review teams are supported by project management teams based in the same jurisdiction to ensure quality and around-the-clock availability.

Our follow-the-sun approach leverages staff in hundreds of workstations across time zones to fulfill time-sensitive requests and high-volume demands. This approach allows for broad flexibility, cost savings and rapid scaling for unique case needs and large reviews.

Located in a key geographic location in the United States our facility is ISO 27001 and Tier 3+ certified and has the highest levels of security available at the physical, application and user levels.

Consulting and process management

With extensive knowledge, skills, techniques and tools, our teams consult with you and your staff to define, measure, develop and report on processes to meet their specific requirements.

Our best-practice process is metrics-driven and consistently applied across various types of review projects, with the recognition that each review has its own unique parameters and requirements.





With hundreds of work stations in key geographic locations within the U.S., we can scale quickly for large reviews.

Foreign Language Translation Services

To supplement your review efforts when documents are in non-English languages, we offer foreign language translation and review services. Our translators are recognized experts in dozens of languages, including Chinese, Japanese, Korean and other Asian languages, all Western European languages, Russian, Hebrew, Arabic and more.

Our in-house team of linguists complements the experience of our translation team by formulating and executing multi-language search strategies to translate all variations of queries and results. This ensures that you accurately capture custodians' local culture, dialects and colloquialism. Our translators will attest, via affidavit, to the thoroughness and comprehensiveness of the review of translation projects.

A full scope of services

First Pass review

First-level document review involves the identification and first-line analysis of responsive information as defined by counsel, and the redaction or segregation of sensitive, protected or privilege information. Additional elements may include the review of non-readable files, audio and video files, non-English language documents and special treatment of certain non-document, non-email-based information, such as databases.

Privilege review

Supported by senior review specialists, our managed review teams deliver a higher-level analysis of data for privilege review and redaction or logging.

Compliance reviews

In addition to traditional legal review projects, we offer review support for compliance projects, helping to identify and prioritize the review of potentially inappropriate behavior, both on an ongoing diagnostic or look-back basis. Compliance reviews help you identify and address problems before they turn into litigation or regulatory action.

M&A and divestiture due diligence support

Mergers and acquisitions or divestitures often entail the review of up to thousands of contracts and other related materials, and require expertise in many disciplines. Our teams are experienced in the due diligence review process needed for you and your counsel to assess the merits of, or negotiate, the deal.

Technology platforms

We offer hosted review technology software platform's Viewpoint, Everlaw, Relativity, and CloudNine Review. Our managed review staff are experts at knowing how to apply cutting-edge features and analytics to optimize the accuracy and speed of reviews. They also have in-depth expertise in operating technology-assisted review systems (e.g., for expert seed set review, double blind reviews, QC, QC of non-responsive documents and the efficient review of non-categorized documents).

As a client you can choose from a variety deployment options based on your project requirements.

- Cloud-based review technology hosted in Elite Discovery data centers
- On-premises review technology as part of managed services
- Other third-party review platforms



For more information on Elite Discovery:

www.elitediscovery.com | info@elitediscovery.com | 866.896.2626