



CEREBRA LPO SERVICES

with us ...



www.cerebracomputers.com



**CEREBRA LEGAL
SUPPORT SERVICES**

Legal Outsourcing

Legal Process Outsourcing involves in-house legal departments, corporations, law firms or organizations outsourcing legal work from areas where it is costly to perform, such as the United States or Europe to areas where it can be performed at a significantly decreased cost with no compromise on the quality.

About the Company

Cerebra an ISO 9001:2008 certified public limited company listed in Bombay Stock Exchange (BSE), started its operation in 1992 with the Hardware sector serving across the globe. Later expanded to provide software services, IT Training, consulting, LPO (Legal Process Outsourcing) and BPO services. Cerebra has formed Joint Ventures (JVs) in the USA and UK for LPO services.



“A lawyer may outsource legal or non legal support services provided the lawyer remains ultimately responsible for rendering competent legal services to the client under Model Rule 1.1. In complying with the Rule 1.1 obligations, a lawyer who engages lawyers or non lawyers to provide outsourced legal or non legal services is required to comply with Rules 5.1 and 5.3,”

-American Bar Association (ABA)-



The American Bar Association

Corporate team:



Mr. V. Ranganathan - Managing Director

Mr. V Ranganathan is the vision behind Cerebra’s LPO Division. He realized the importance of having reliable and efficient support staff available around the clock, not just for Attorneys, but for the law firms as a whole. It was with this in mind, that he formed Cerebra – LPO Division. His vision was for Cerebra to be a global leader in the provision of not only traditional administrative functions i.e. transcription, accounting, coding/indexing and data entry, but also more complex legal services such as research, document review and drafting, deposition summaries and access to full time offshore Attorneys and paralegals.

Ms. Shobha Srinivas – CEO - LPO Division:

Ms. Shobha Srinivas is Cerebra LPO Division’s Chief Executive Officer.

Ms. Srinivas, a post graduate in commerce and a

“It is ethically permissible for a California attorney to hire an out-of-state legal services company to research and draft briefs in connection with the California attorney’s representation of a client, provided the attorney complies with certain ethical standards, including: that the attorney at all times retains independent professional judgment, and remain ultimately responsible for the accuracy of the work, and the attorney may have a duty to disclose its arrangement with the client.”

-The State Bar of California Committee on Professional Responsibility and Conduct

graduate in law has been on the panel of Karnataka State Legal Services Authority and has practiced law in High Court of Karnataka and various other Courts, Tribunals and Forums.

Ms. Srinivas has had articles published on Outsourcing and the Legal Profession, and been interviewed by the press for comment as a leading authority in the field.

Ms. Srinivas concentrates on seeking active partnership with the US Law Firms and in-house law corporations to provide high end legal Services.

Ms. Sheela S. Rao – Advisor - Legal

Ms. Sheela S. Rao a law graduate has practiced for over 22 years. She has practiced in Supreme Court of India, High Court of Delhi and High court of Karnataka and various other courts and forums. As a legal adviser she has rendered service for multinational companies and other private companies at Bangalore.

Ms. Sheela concentrates on training professionals at the Cerebra LPO in line with the Attorneys and paralegals of USA.

Cerebra LPO Services:

Cerebra Group is a leading global provider of IT solutions with expertise in high-quality and cost-

“California lawyer who outsource legal work overseas (in this case, drafting of legal documents) does not engage or assist in the unauthorized practice of law so long as the attorney properly supervises the work abroad and is ultimately responsible for the work.”

- San Diego County Bar Association Legal Ethics committee



effective Discovery Solutions, Contract Management, Commercial Real Estate Services, Compliance and Legal Research Services. With a delivery model that integrates domestic and offshore legal support expertise, we help our legal industry clients achieve better results at a significantly lower cost.

Today law firms and legal departments in firms face the challenge of resource constraints that impact the day to day activities. They are increasingly searching for ways to simultaneously decrease costs and increase resource flexibility and availability.

To address these needs, Cerebra Legal Support Services division offers a suite of support solutions that range from traditional document and litigation support to more complex research driven solutions.

Our legal team hails from some of the most reputable law firms and legal departments in India and combined with our global presence in the UK and USA and state-of-the-art operations facilities in Bangalore, Cerebra Legal Support Services provides clients with a full spectrum of onsite, domestic and / or offshore resources in support of their business objectives.

Cerebra leverages the flexible and appropriate resource model, complemented by our process-driven best practices capture model, to provide an

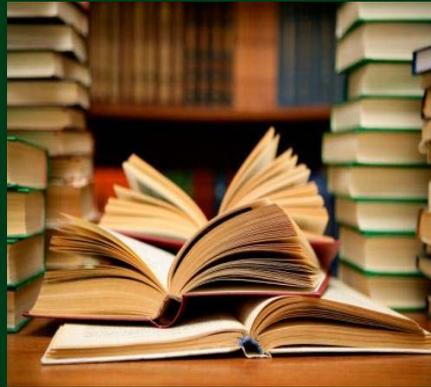
“Attorney may ethically enter into the arrangement with the company(LPO) for writing brief provided that the attorney at all times retains and exercises independent professional judgment in connection with the performance of the attorneys legal services for the client and an attorney is required to disclose such arrangements with the company.”

-Los Angeles County Bar Association



efficient, timely services to our clients worldwide.

Legal Research:



Cerebra's offshore Attorneys and paralegals are proficient at conducting legal research using legal databases like LexisNexis, Westlaw and Findlaw. Cerebra provides legal research services in many different areas including, but not limited to, class actions, toxic torts, personal injury, product liability, worker's compensation, securities law, real estate, insurance law and corporate law. Cerebra's legal research Attorneys and paralegals can assist in many areas:

- ❖ Litigation and non-litigation legal research.
- ❖ Reviewing and drafting legal documents.
- ❖ Drafting research memoranda and legal opinions.
- ❖ Reviewing and summarizing legal documents.
- ❖ Case Law research.
- ❖ Preparation of detailed analysis of relevant issues.



“Lawyers offering their services as "temporary" lawyers to other lawyers, law firms, or corporate or other institutional legal departments to work or assist on specific projects or matters may offer his or her services individually or through the auspices of a placement agency.”

-Colorado Bar Association



Transcription:

Cerebra's transcribers can transcribe all documents, ranging from a simple letter, to a complicated motion for summary judgment or appellate brief. The documents are transcribed in accordance with proper citation rules for cases, statutes and treatises.

Digital Dictation:

Cerebra provides, at no cost to clients, training on dictation and transmittal of dictations through a secure ftp site.

Handwritten Documents:

For Attorneys who prefer to handwrite their documents, simply send the handwritten document, either via facsimile or by way of scanning, to Cerebra for transcription.

Cerebra also transcribes the following types of documents:

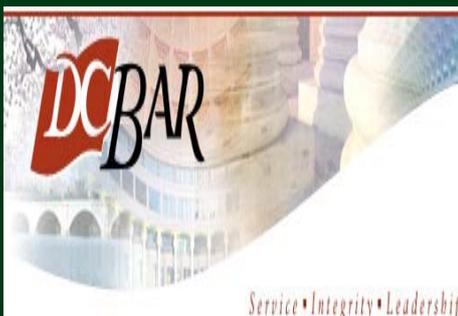
- ❖ General business documents.
- ❖ Medical summaries/files
- ❖ Dialogue/Interview Files
- ❖ Trial/Hearing Transcripts

Transcription Quality Control and benefits:

- ❖ All transcribed documents are proofread and edited (if required) by qualified Attorneys at

“Whether a lawyer must disclose to the client the use of a temporary lawyer on the client’s matter depends on the nature of the work, the reasonable expectations of the client, and the nature of the relationship between the employing lawyer and the “temporary” lawyer. The employing lawyer generally need not disclose to the client the temporary lawyer’s cost to the lawyer or law firm, and the lawyer may bill the client for the temporary lawyer’s work at any reasonable rate mutually agreeable to the lawyer and client.”

**The District of Columbia
Bar Association**



no extra cost to clients.

- ❖ The transcription service is available 24 hours a day, 7 days a week. There is no added charge for same day service (8 hour turn around time).
- ❖ In high priority cases, Cerebra can complete the transcription at a faster turnaround time of less than four hours.

Document Coding and Indexing:

Cerebra’s coding and indexing team uses the latest state-of-the-art software, similar to that used by major law firms and corporate legal departments.

Cerebra supports a wide range of formats for data delivery and provides customized files to transfer documents into your document management software including Concordance, Summation, Case Map and Ringtail.

Cerebra can code documents for each phase of the litigation process: client interview, case assessment, investigation, summons and complaint, discovery, pre-trial pleadings, trial preparation, trial and appeal.

Services offered by Cerebra include:

- ❖ Objective Coding
- ❖ Bibliographic Indexing
- ❖ Detailed Indexing

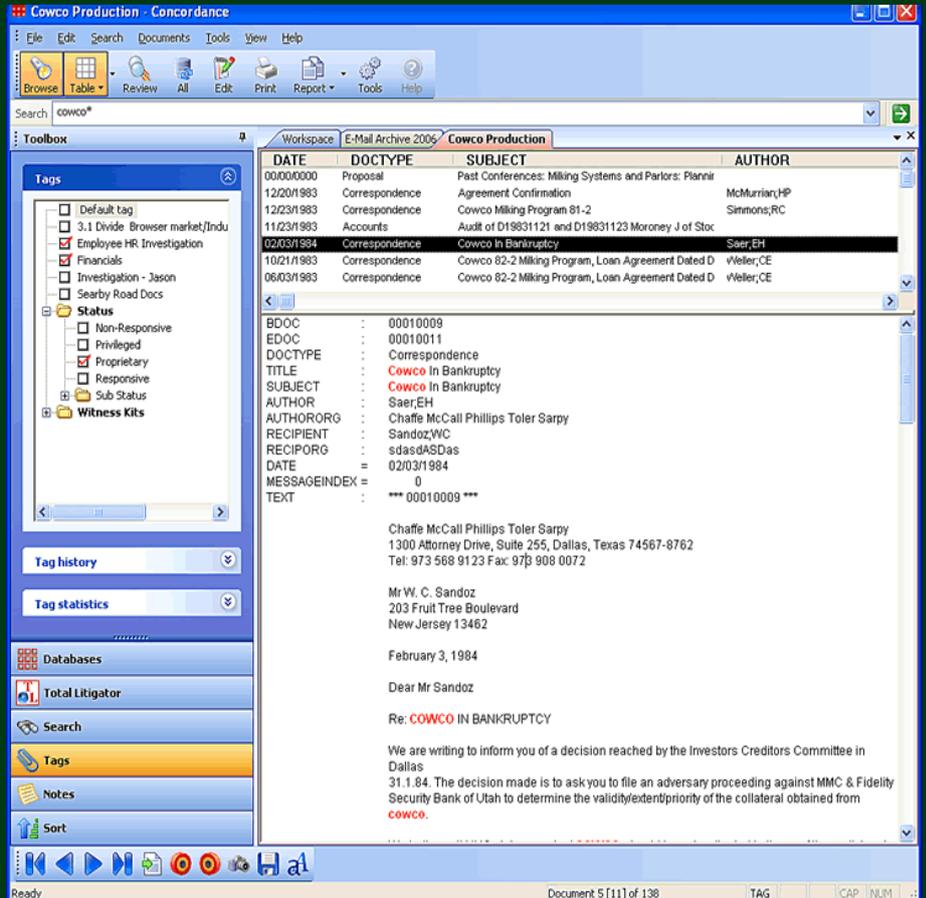


“While a temporary lawyer and the employing firm or corporate law department must be sensitive to the unique problems of conflicts of interest, confidentiality, imputed disqualification, client participation, use of placement agencies and fee division produced by the use of temporary lawyers, there is nothing in the Georgia Rules of Professional Conduct that prohibits the use of temporary lawyers.”

-State Bar of Georgia



- ❖ Subjective Coding
- ❖ Full text Capture
- ❖ Document Coding



Cerebra's Objective Coding Services :

Objective Coding is the process by which skilled and trained document specialists review every document and prepare a computerized index of basic objective data about each document, including: Document date, Author(s), Recipient(s), Document Type, Title, Box number, etc.

Cerebra Specialized Coding Services :

Cerebra also has a specialized service that

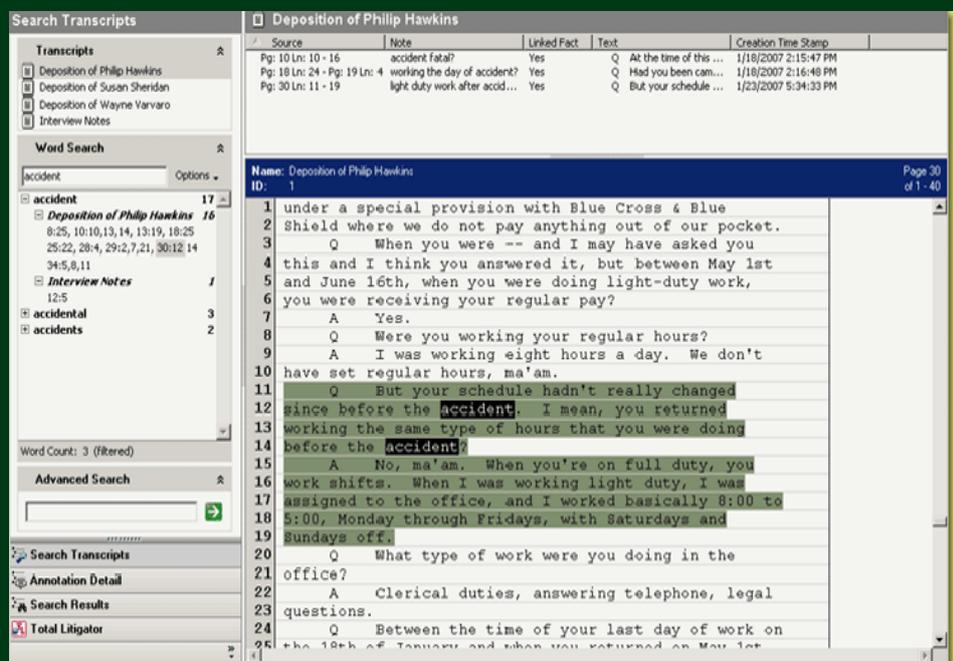
provides a more comprehensive coding process in addition to the objective coding that includes keywords and relevant data coding from the document text. Such coding is flexible and specific to individual company requirements.

Deposition Summaries:

Cerebra prepares deposition summaries for solo practitioners and law firms throughout the United Kingdom & United States. Cerebra's deposition summaries are unique in that each summary is tailored to meet the specific needs of the attorney / law firm client.

“A lawyer is not prohibited from engaging the services of an overseas provider to provide paralegal assistance as long as the lawyer adequately addresses ethical obligations relating to assisting the unlicensed practice of law.”

**Florida State Bar
Association:**



The screenshot displays the Cerebra software interface. On the left, there is a 'Search Transcripts' panel with a 'Word Search' section where 'accident' has been entered. Below this, a list of search results is shown, including 'Deposition of Philip Hawkins' with 16 matches and 'Interview Notes' with 1 match. The main window shows the 'Deposition of Philip Hawkins' transcript with a search for 'accident' highlighted in yellow. The search results are as follows:

Source	Note	Linked Fact	Text	Creation Time Stamp
Pg: 10 Ln: 10 - 16	accident fatal?	Yes	Q At the time of this ...	1/18/2007 2:15:47 PM
Pg: 18 Ln: 24 - Pg: 19 Ln: 4	working the day of accident?	Yes	Q Had you been cam...	1/18/2007 2:16:48 PM
Pg: 30 Ln: 11 - 19	light duty work after accid...	Yes	Q But your schedule ...	1/23/2007 5:34:33 PM

The transcript text shows a Q&A session where the witness discusses their work schedule and the accident. The search results are highlighted in yellow in the original image.

TEXTMAP:

It's simple to pinpoint words and phrases across all your case transcripts. You can highlight critical deposition facts and transfer them to CaseMap easily.

The deposition summaries can be prepared in the following formats:

1. Traditional "page, line".
2. A "memorandum", which can serve as a "Reader's Digest" version of the deposition.
3. Summary of only the testimony that is relevant to a particular issue.

Qualifications and Efficiency:

All deposition summaries are prepared by Attorneys after rigorous training program of "practice" deposition summaries by Cerebra. These "practice" summaries range from personal injury matters to complex legal malpractice and multi-party toxic tort matters.

All summaries are reviewed by a practicing attorney to ensure accuracy and efficiency.

Cerebra employs many qualified Attorneys to work on multiple deposition summaries simultaneously. This enables us to be more responsive to our clients and eliminates the "wait time" in having an associate / paralegal prepare these summaries one at a time.

Cerebra has been able to offer this service at comparable savings of 33% - 50%, depending on the client costs of providing this service at present.

Document Review:



“Attorneys could ethically contract out legal support services abroad.”

- **New York City bar Association**
- **The Committee on Professional and Judicial Ethics**



**NEW YORK
CITY BAR**

At Cerebra we recognize the importance of providing low cost, high quality document review services. We understand that document review is a time consuming and often labor intensive process that may be cost prohibitive to some. Cerebra is able to assemble and manage a team of highly qualified legal professionals to conduct a subjective review of documents.

Cerebra can assist in the review of hundreds, thousands or even millions of documents by:

- ❖ Identifying the client’s needs, including turnaround time.
- ❖ Coordinating an onshore/offshore team as required (it can coordinate an entire team of Indian Attorneys within 14 days and start training them in the review process).
- ❖ Arranging for paper documents to be scanned, or accept client’s scanned documents.

By using Cerebra to carry out their requisite document review projects, firms can meet their own clients' time and cost demands.

Customized service solution:

Cerebra could provide an in-office consultation. A Cerebra consultant will either come to your office or the client could send Cerebra the details of the current office set up. Based on this Cerebra can

“Outsourcing legal work to India is not a Novelty, it’s a reality. Legal process outsourcing to India is growing and resistance level in the country is gradually going down, the journal said a significant cost-advantage is working strongly in favor of the trend and a “growing number of firms are angling for a piece of the action.”

evaluate your current office needs, and provide an assessment as to how you can reduce your office overhead by 30-50%. Cerebra will then prepare a “Customized Service Solution Package” aimed at the specific needs of your office.

Why a Cerebra Service Solution Package?

By using a Customized Service Solution Package aimed at your specific needs, your office will be able to immediately:

- ❖ Allow your associates to concentrate on higher quality core legal work ensuring a much higher level of job satisfaction and productivity.
- ❖ Eliminate the necessity of having to hire temporary secretaries and support staffs who charge much higher rates.
- ❖ Eliminate overtime pay and eliminate in-house word processing and accounting functions.
- ❖ Have around the clock help available 24/7 without the cost of having to pay additional benefits or a full-time salary.

Full Time Staffing Support:



Through Cerebra, your firm or business can have direct and exclusive access to our Attorneys, paralegals, accountants, transcribers and other offshore support staff.

All Cerebra employees are required to complete a rigorous training program. Our training programs include a defined curriculum of Legal principles, ethics, data security, legal research, legal writing and training on legal database such as LexisNexis and Westlaw. We also have been successful in incorporating client-specific training programs to enhance the team's effectiveness in delivering tailored solutions such as Best Case Bankruptcy, Textmap, Concordance etc.

“The positive feedback given by the companies having outsourced their work in the past is leading to many other firms opting for the same idea, which includes some of the 10 largest law companies in the Fortune 500 list.”

-The New York Law Journal (NYLJ), in its Article.

Attorneys:

Cerebra's Attorneys have experience in a wide variety of legal matters and are qualified to conduct legal research, draft various documents including complicated motions and applications and many other legal services.

Paralegals/Law Clerks:

Cerebra paralegals are highly skilled and proficient at performing a wide range of legal

“The value of legal outsourcing work to India could rise from \$80 million to \$4 billion by 2015.”

Forrester Research, a technology and market research company in Cambridge, Mass.,



tasks, including legal research; document coding and indexing, drafting documents, preparation of depositions, deposition/trial summaries, and review and editing of documents.

Accountant / Bookkeeper:

Save considerable expense by assigning your firm's billing, bookkeeping and other accounting requirements to a fully qualified Cerebra accountant or bookkeeper. These accountants are trained in both UK and US specific Accounting principles and practices.

Transcribers:

Cerebra's legal transcription service is second to none. Cerebra's transcribers can transcribe all legal documents, ranging from a simple letter, to a complicated motion for summary judgment or appellate brief.

Data Entry Clerks:



Cerebra data entry clerks can perform basic functions such as creating name/address lists, entering any type of

data into a format required by the client or entering data using a client specified software.

PRACTICE AREAS

Foreclosure & Bankruptcy

According to the Q1 2008 U.S. Foreclosure Market Report, which tracks foreclosure filings (including default notices, auction sale notices and bank repossessions), 649,917 properties were foreclosed upon during the first quarter of the year 2008, a 23% increase from the previous quarter and a 112 % increase from the first quarter of 2007. The report also shows that one (1) every 194 U.S. households received a foreclosure filing during the quarter.

“The legal off shoring industry in India is growing almost 60-70 per cent a year.”

- Research firm Value Notes Database Pvt. Ltd.



ValueNotes



According to Mortgage Bankers Association every three months, 250,000 new families enter into

foreclosure and one child in every classroom in America is at risk of losing his / her home because their parents are unable to pay back their mortgage amount.

Our Foreclosure and Bankruptcy team has expertise in

Foreclosure and loan modification:

- ❖ Drafting letters to the clients, defense counsel, Qualified Written Request, recession letters, foreclosure notices, eviction notices etc
- ❖ Preparation of motion for filing either pro se or through attorneys for temporary restraint order
- ❖ Draft and file for temporary or permanent injunction
- ❖ Search for case laws, statutes etc., using LexisNexis, Westlaw, Findlaw
- ❖ Assisting clients in favorable loan modification
- ❖ Exploring legal options to the clients under Federal Statutes like TILA, HOEPA, RESPA, as well as applicable state laws.

"The need to cut costs reaches across many departments, so it should be no surprise that it goes to the legal department as well."

-Dennis Archer, the president of the American Bar Association (NY Times dated March 14, 2004)

Bankruptcy:

Our Bankruptcy attorneys and paralegals are well versed in using bankruptcy tools like Best Case Bankruptcy and Bankruptcy pro software. We help in identifying if bankruptcy will help the client. Assistance to the client in identifying the chapter of bankruptcy code under which the Bankruptcy is to be filed. Assisting in filing the Bankruptcy petition.

Personal Injury:

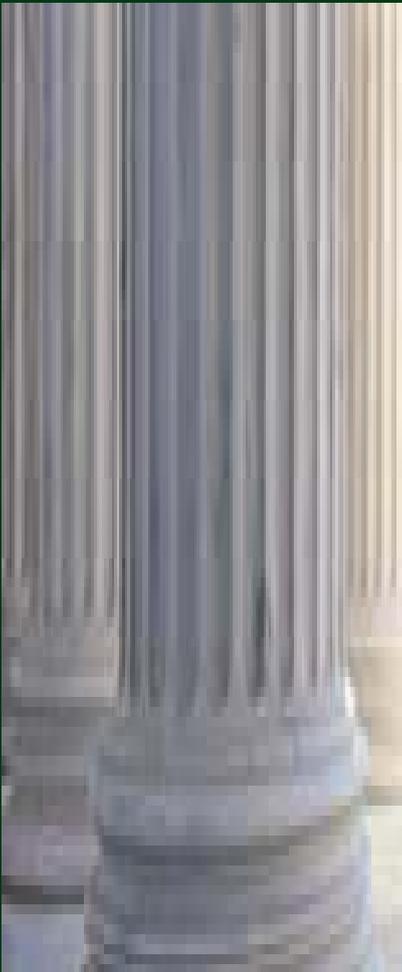


“If you deprive yourself of outsourcing and your competitors do not, you're putting yourself out of business”.

Lee Kuan Yew (1st Prime Minister of Singapore)

As per statistics, an accident takes place every minute in the USA. Accident accounts for more than 40,000 deaths every year in the USA.

We at Cerebra LPO have expertise in assisting law firms, corporations, transportation and insurance companies in filing claims or defending the cases related to road accidents, train



accidents, industrial accidents, marine and aviation accidents. We also provide advice to hospitals and medical practitioners related to medical malpractice cases. Our past experience in personal injury have enabled in filing claims or defending individual and business entities against personal injury, wrongful death and property damage claims.

Our personal injury & medical – malpractice team has expertise in :

- ❖ Intake of new case
- ❖ Opening of new case file
- ❖ Drafting necessary correspondences
- ❖ Searching applicable caselaws and statutes
- ❖ Drafting of Summons and Complaints
- ❖ Summary of Depositions.
- ❖ Review of Medical records
- ❖ Writing Medical Summary
- ❖ Drafting Demand Package
- ❖ Updating Case information

Family Law:

Although the divorce rate in the USA is declining,

USA has highest rate of divorce in the world. Americans divorce, repartner and remarry faster than people in any other country. The divorce rate in USA is about 50%, i.e., 50% of all marriages in the America end in divorce.

According to Jennifer Baker of the Forest Institute of Professional Psychology in Springfield, Missouri “50% of first marriages, 67% of second and 74% of third marriages end in divorce”. There were about 2,355,000 marriages and 957,200 divorces in USA. According to a Census Bureau report on Marital Status and Living Arrangements, the number of divorced people in the population more than quadrupled from 4.3 million in 1970 to 18.3 million in 1996.



In the year 2000, more than 150,703 Foster children were adopted in the United States. Besides these, cases related to property division, alimony and child custody is on the rise.

CEREBRA FAMILY LAW SERVICES

- ❖ Divorce
- ❖ Division of property



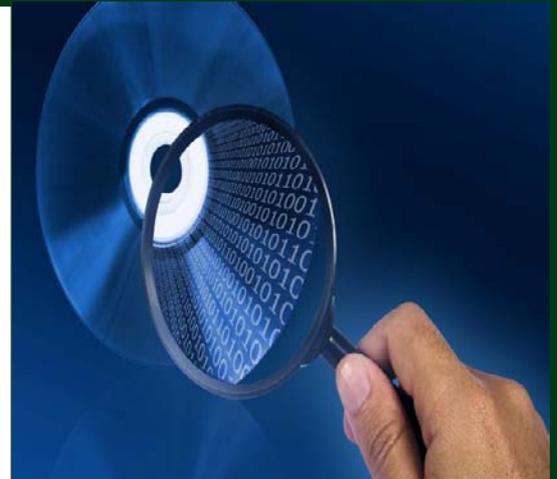
- ❖ Paternity
- ❖ Child Custody, visitation and relocation, Child Support and enforcement, Interstate Child Custody, Child support enforcement and collection, Modifications of child custody after divorce, Modifications of child support after Divorce, Modifications of Child visitation after divorce, related child custody matters, Grandparent visitation;
- ❖ Adoptions – Step Parents adoptions
- ❖ Spousal support (alimony), Modifications of spousal support after divorce, termination of spousal support
- ❖ Guardianship
- ❖ Domestic Partnerships agreements
- ❖ Name Change
- ❖ Restraining Orders
- ❖ Prenuptial and post marital agreements
- ❖ Marital settlement agreements
- ❖ Legal separation agreements
- ❖ Cohabitation agreements
- ❖ Asset and income tracing (including possible hidden assets), Dissolution of registered domestic partnerships
- ❖ Domestic violence-TROs (temporary

restraining orders), physical abuse, Stalking, unreasonable harassment, verbal abuse, Emotional abuse, Coercion, Sexual abuse

- ❖ Litigation support documents including pleadings, motions, appeals, document management, case summarization, transcription, coding, billing, accounting, searching of case laws, forms, formats, templates and such other searches

E-Discovery:

According to the 2005 Litigation Trends Survey conducted by Fulbright & Jaworski LLP, 90 % of US corporations are engaged in some type of litigation.



E-Discovery plays an important role in proving and defending a case. E-Discovery (electronic discovery) which can be carried out online and offline on a particular computer or on the network

refers to any process in which electronic data is sought, located, secured and searched with the intent of using it as evidence in a civil or criminal case. The text, images, calendar files, databases, spreadsheets, audio files, animation, web sites and computer programs, e-mails and their attachments, business contacts, metadata, flash video, tape backups, smart phones and PDAs, digital signatures and time stamps on record, system generated reports, scanned images, digital photograph, .WAV files, flash drives, faxes, PDF files, web browser cache, digitally stored voice mail, MS word document and Power Point Presentation, memo of evidence in civil or criminal litigation. The US Federal rules of Civil procedure has been amended in 2006 to accommodate the e-discovery process.

Cerebra E-Discovery Services:

Our E-Discovery team has expertize in

1. Drafting E-Discovery motions and replies
2. Document Review to determine whether document is:
 - Responsive
 - Confidential
 - Privileged
 - Key or Hot

3. Subjective & Objective coding
4. Summarization of documents
5. Using client desired software

Intellectual Property Rights (IPR Services)

A patent gives an exclusive right to the holder of patent to use and exploit a product. A Patent holder has the right to exclude others from manufacturing, using and selling patented invention.

A trademark allows owner of a business organization an exclusive use of mark in his products and services which is distinctive from other trademarks.

A copyright gives an author of copyright an exclusive right to publish, copy, distribute and adapt it for certain years.

Patent, copyright and trademark filings are drastically increasing in the world.

According to the World Intellectual Property Organization (WIPO), the number of patent applications filed worldwide has almost doubled to 1,599,000 in 2004 from 884,400 in 1985. Japan and the US saw the highest filing of patent applications, followed by Europe, the Republic of Korea and China.

According to WIPOs 2007 patent report more than 3,750,000 patent applications were filed in

the USA.

Cerebra LPO IPR Services:

Cerebra LPO provides assistance in entire IPR services in filing patent, trademark and copyright applications with the Indian Patent Office, European Patent Office and World Intellectual Property Office.

The maintenance of patents and renewal of trademark registrations, drafting of license agreements and assignments; rendering advice and handling patent litigation relating to IP matters, IP search and foreign patent filings are integral part of activities of our overall services.

Our Services Include:

Patent

- Prior art search
- Drafting patent application
- Prepare and prosecute patent applications
- Responses to rejections
- Patents amendments
- Petitions and appeal briefs
- Proof reading & document review
- Docketing
- Paralegal

We also provide services for conducting patent search, paying annuities, patent administration and infringement litigation.

We support Foreign Individuals / Companies in filing PCT National Phase Applications at the Indian Patent Office.

Trademarks

- Trademark searching
- Global Trademark Portfolio Management Support (including worldwide registration and renewals)
- Trademark Licensing and Form Processing
- Trademark infringement Analysis
- Drafting Documents and Pleadings for Opposition Proceedings

Copyrights

- Copyrights Searching
- Global Copyright Portfolio Management Support (including worldwide registration and renewals)
- Copyright Licensing and Form Processing
- Copyright Infringement Analysis

Immigration

Immigration to the U.S. is increasing yearly by

millions. More than one million persons were naturalized as U.S. citizens in 2008. At the same time, number of illegal immigrants to U.S. is also growing. The illegal immigrant population of the United States is estimated to be about 11 million people.

Number of people travel to U.S. under the Visa Waiver Program (VWP). Currently 36 countries have signed the Visa Waiver Program which enables nationals of these countries (including Australia, New Zealand and the U.K) to travel to

the United States for tourism or business for stays of 90 days or less without obtaining a visa.



The Department of Homeland Security (DHS) implemented the ESTA (Electronic System for Travel Authorization) program on January 12, 2009. As per the ESTA, one must obtain Travel Authorization before travelling to the U.S. under the Visa Waiver Program (VWP).

Cerebra Immigration Services:

Our Immigration Team has expertise in

- Working closely with clients to manage visa applications from inception through to successful completion
- Draft application forms and co-ordinate appointment scheduling.
- Communicate processing times and documentation requirements.
- Collate applications for presentation at the Consulates.
- Keep Clients up to date with the Points Based System and changes to current legislation
- Provide point of contact service to both clients and the Home Office.
- Advise Clients on Licensing applications.
- Draft letters for Attorneys.
- Prepare all supporting documents to be filed

with the USCIS and Immigration Court

- Conduct legal research, investigate facts and assist the attorney in preparing legal documents.
- To help in filing ESTA online application.
- To find the eligibility of an individual to travel under VWP.

Security, Client Confidentiality and Non Disclosure:

At Cerebra, Client's confidentiality and security of client information are of paramount importance. Cerebra's sophisticated data security policy processes and measures ensure these objectives.

Attention is rightly focused upon the security issues associated with transmitting data to a foreign site. Cerebra has dealt directly with these issues and implemented innovative internal safeguards into their outsourcing process. Cerebra's in-depth security measures ensure that the organization is at the forefront of data protection and confidentiality.

Cerebra's security and confidentiality policy includes the following measures:

- Extensive internal security, with several internal

and external check-points to ensure security, confidentiality of clients' legal and business data, as well as product integrity.

- No employee is ever permitted to enter the facility's premises without proper identification credentials.
- Employee movement must be authorized by the acting supervisor or the department concerned with the function at hand.
- Personal communications or data recording devices, such as mobile phones, are not permitted anywhere on the production or facility floor.
- Password protection: Every computer and folder is password protected.
- Data Integrity and Protection Component: All data is monitored and checked when relayed and when received from clients.
- Cerebra's data is relayed predominantly via broadband and a secure server with all electronic entry points secured and all data movement logged.
- Cerebra's intranet server and the data server are, by design, not located together. A hardware firewall is implemented to provide string security policy for LAN and WAN.

All data transmission records are secure and

encrypted.

Further physical safeguards round out the company's overall security measures. Employees are not permitted to bring paper on the work floor or take out any paper product outside of its confines. Security staff ensures this and any paper work material is shredded after use. Handbags or purses are forbidden, and personal items are checked on the floor of the facility upon entering. Employees of Cerebra need to sign a non-disclosure agreement, which also protects confidentiality of the data. IT Act-2000- S.72 of the Act, Creates a civil and criminal liability for breaching privacy or confidentiality of any data or access to the other systems, data theft etc.



Delivery:

High quality work delivered as per the requirement, with in the turnaround time. All above process may be taken up jointly or individually as required.



Quality initiatives at cerebra LPO:

At cerebra LPO we believe that:

- ❖ Quality is not an accident
- ❖ Quality signifies high intention, sincere effort, intelligent direction and skillful execution.
- ❖ Quality represents the wise choice of many alternatives
- ❖ Quality is the cornerstone for success

Attorneys, paralegals and law clerks at cerebra are fully conscious of the quality policy and its objectives. At cerebra, we work as team to fulfill the Quality objectives and also to be recognized as a World class Organization in providing legal support services.

- ❖ All Cerebra researchers are qualified Attorneys and paralegals, and have completed a rigorous training programme.
- ❖ All memoranda and opinions are reviewed by quality control analysts and Attorneys.
- ❖ All memoranda and opinions are reviewed by qualified Attorneys.
- ❖ Work at Cerebra passes through different

levels of Quality Control at no extra cost thus offering extremely competitive pricing.



Cerebra LPO India advantages



Besides the common law system and the English language, the foreign law firms and the corporations will have many advantages by outsourcing their legal processes to Cerebra LPO.

Cost Effective:

Many of the foreign law firms and the corporations chose Cerebra LPO India as their legal outsource destinations based on the flexibility and availability of highly skilled resources and cost savings.

“Outsourcing and globalization of manufacturing allows companies to reduce costs, benefits consumers with lower cost goods and services, causes economic expansion that reduces unemployment, and increases productivity and job creation”.

-Larry Elder

(American lawyer, libertarian radio and television personality)

24x7 operations:

Cerebra provides Attorneys based in US and UK a viable, timely option of using an extended virtual office in India to work on cases in a 24x7 format. Many of our clients have taken advantage of our ability to respond in a timely format to cut down on Case preparation and turnaround time.

Flexibility/capability:

Law Firms and companies that outsource work to cerebra will have the flexibility to upscale or downscale operations as required. The law firm or the company need to recruit more people during busy times and to downsize during less busy times. Using Cerebra as an extended Virtual office, helps a business smooth out fluctuations in need for resources.

Focus on core activities:

Companies that outsource accounting and legal work to Cerebra LPO find that freed up resources can focus their time and efforts more on their client needs and core business activities.

Technology:

Cerebra Group is a leading global provider of IT solutions. Cerebra LPO is backed by high-end technology that makes it possible for us to provide quality services. Encrypted web enabled

software, servers, scanners and secure networks allow quick and accurate data transfers. Multiple servers in different locations provide effective disaster recovery systems. The other advantage is with technology getting outdated at a fast pace, companies can reduce their investment in technology for areas that are outsourced.

Control:

By outsourcing Legal services to Cerebra LPO, Companies could still keep complete control on the data and / or their customer accounts. You could retain all the original files and documents, with only the back office work being done by the Cerebra LPO. We will also provide the option of working with remote access to the company's or law firms server. You can get the data uploaded to your own server or get the data scanned and sent by secure e-file share systems.



Our Mission, our Services and our Goal:

“To be the most sought after Legal Support Services company with 100% client satisfaction delivered by way of offering services that reflect Quality, Total Confidentiality and Substantial Cost Savings”

We provide efficient, effective and customized service as per our Client’s need.....

“Client satisfaction is our ultimate goal”.



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