

**CEREBRA**

**Legal Support Services**

**Case Study on Foreclosure**



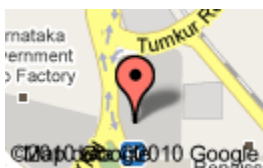
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**The Client**

The Client is the US based law firm.

**Challenges, Requirement, and course of action**

- Draft Qualified Written Request (QWR) under Real Estate Settlement Procedures Act of 1974, legal notices to creditors, law firms, draft motion for Temporary Restraint Order, and search for status of foreclosed property.
- Client required attorneys and paralegals to work on the same with a high quality.
- The law firm turns to Cerebra LPO to perform the work. Bates numbered each client files transferred to Cerebra LPO Servers using a secure access protocol (SSH FTP).

**Cerebra LPO: Action taken**

- Project manager at Cerebra convened meeting with team to explain about the requirements for the project, instructions, specifications and other details provided by the Client.
- The team understands the Client requirements and the team lead decides on the allotment of work, number of people to work on the project, skills and training required.
- Cerebra built a dedicated team of 1 attorney and 3 paralegals to work upon the project.
- Team lead at Cerebra instructs the team to review every documents involving transaction between the creditor and debtor and draft Qualified Written Request and necessary filing documents; and send the same for the review by lead attorneys.
- The team works upon the project and completes it in 4 weeks.
- Work was reviewed by lead attorneys at Cerebra ensuring accuracy, brevity and clarity.
- Quality check done by quality analyst to see whether it meets the Client requirements
- Delivery team at Cerebra transfer the completed database and chronology back to the law firm for incorporation into their existing case file.

**Outcome**

The Client is satisfied with the work, the costs and the turnaround time.