



CEREBRA

Legal Support Services

Case Study on Litigation Coding



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The Client

The Client is the US based law firm.

Challenges, Requirement, and course of action

- Code 50,000 time sheets in support of the plaintiff claim creating a database and chronology of events for the production before the court.
- Client required attorneys and paralegals to work on the project with 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 5 paralegals to work upon the project.
- Team lead at Cerebra instructs the team to review the documents using third party legal software application and enter selected data into a separate folders maintained in each plaintiffs name; and send the same for the review by lead attorneys.
- The team works upon the project and completes it in 2 months.
- Work was reviewed by lead attorneys at Cerebra.
- Quality check was done by quality analyst to see whether it meets the Client requirement
- 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.