

DISCOVERY



- Manage document production, chain of custody, and litigation holds
- Review and summarize documents and materials
- Manage litigation support systems and databases
- Prepare privilege logs
- Research rules of procedure and assure adherence
- Review depositions and summarize transcripts

PRE-TRIAL



- Draft and review pleadings, injunctions, motions
- Research issues and prepare case summaries
- Prepare correspondence to clients, courts, counsel and other parties
- Draft responses to subpoenas, document and deposition requests
- Organize briefs, exhibits and appendices

TRIAL



- Draft and review motions
- Prepare witness and matter materials, organize interview memos, digests and other relevant documents for attorney review and case preparation
- Draft and review post-trial motions and submissions
- Manage disposition and enforcement

Litigation Project Management