



## Research & Documentation (\$35.00/hr\*)

- Legal research
- Document drafting & review
- Proofreading and editing
- Citation checking
- Presentation creation

## Early Case Development/Discovery Process Support (\$35.00/hr\*)

- Investigate and research claims
- Early case assessment
- Assist with electronic document organization/production, including indexing of documents
- Review and analyze documents for production; categorize documents by subject; prepare chronologies of facts; create charts; perform calculations and statistical analysis; review transcripts for specific references
- Review and draft correspondence, interrogatories, and requests for the production of documents (and responses), as well as financial statements and any other pleadings or routine legal documents
- Conduct factual research and gather relevant information from various resources (i.e., internet, libraries, etc.)
- Prepare for depositions, including compiling documents relevant to the deponent, including compiling exhibits
- Study transcripts in order to summarize highlights of a proceeding or search for specific issues
- Perform public records research of all kinds (i.e., dockets, secretary of state records, etc.)

## Trial Preparation (\$35.00/hr\*)

- Prepare for trial, including: electronic organization of exhibits, files and all other supporting documents
- Assist with the preparation of motions, including electronically compiling relevant documents, proofreading and putting together exhibits and indexing documents for a table of contents
- Electronically prepare binders per witness, which contain interview memos, digests and relevant documents
- Electronically prepare binders for any subject matter
- Conduct various document searches and factual research, including electronic searches when applicable

\* Minimum one (1) hour; prior permission will be requested if the project is expected to exceed five (5) hours



### **Transcript Proofreading (\$.50/page)**

- Review and proofread transcripts ensuring they are free from grammatical, spelling, and punctuation errors.
- Ensure adherence to the style guide, branding guidelines, and editorial standards.
- Maintain a high level of accuracy while working with tight deadlines.
- Track changes and revisions using appropriate software or tools and communicate any necessary revisions to the reporter.
- Stay updated on language trends, grammar rules, and industry-specific terminology.
- Assist in developing and maintaining a library of reference materials, such as dictionaries, style guides, and grammar resources

### **Scoping (\$.90/page)**

- Edit raw transcripts
- Complete the formatting and editing to create the finished version