

# Litigation/Practice Support Services for Law Firms

## Hildebrandt Baker Robbins' Services and Definitions

**Best Practices for Evidence Management, Discovery, or Due Diligence Reviews:** Review of the law firm's general approach to legal hold, identification, preservation, collection, review, and production.

**Case/Project Management:** Actual day-to-day management of a specific practice support or case project.

**Case Strategy Development:** Meeting with law firm practice support and law firm attorneys to discuss specific case issues. Assist in the development of strategies regarding records management, discovery, technology, etc.

**Data Conversion from Legacy Systems:** Review data in the law firm's legacy systems, possible assistance in selection of new software applications, mapping of data in the legacy system, and conversion of data from law firm's legacy system to new application.

**Discovery Preparedness Assessments for Corporate Clients:** Review of a corporate client's litigation and regulatory discovery preparedness. The review is based upon best practices and includes the following 10 assessments:

- Litigation and regulatory inquiry/discovery landscape assessment
- Records management policy assessment
- ESI management assessment
- Litigation hold assessment
- Enterprise search
- Preservation/Hold-in-place assessment
- Collection process assessment
- Review assessment
- Production assessment
- Litigation readiness summary of findings and technology recommendations

**Education Awareness and Best Practices:** CLE-eligible training and presentations by Hildebrandt Baker Robbins' experts.

**Electronic Discovery Services:** Review of the law firm's general approach to electronic discovery. The review is based upon best practices in the industry and can provide lifecycle, methodology, and guidance.

**Interim Staffing Services:** Actual day-to-day management or work within a law firm, typically during a recruiting process.

**Litigation/Practice Support Assessment:** Review of the law firm's litigation/practice support procedures, staffing, outsourcing, cost recovery, and technology. The review concludes with a summary of findings, a gap analysis against industry best practices, and a presentation of recommendations.

**Litigation/Practice Support Business Planning:** Assist law firm in a formal litigation/practice support strategic and business planning exercise including definition of services, development of processes, possible assistance in reorganization of staffing or hiring, selection of new software or hardware, selection of vendor services, and revenue and cost budgeting.

**Management Reporting Design:** Review the law firm's current reporting requirements to in-house counsel, design and implement technology tools to capture reporting, and design possible integration with matter management system.

**Project Management of Vendors:** Evaluation of the law firm's current vendor relationships, possible assistance in selection of new vendors, and management of vendors such as litigation support/e-discovery processing vendors and their technology services.

**Resolution Readiness:** Meeting with law firm and/or client to discuss organization's litigation resolution needs. Evaluate corporation's or counsel's current technology tools. Assist in design of new resolution concept technology tools/databases.

**Review and Development of Litigation/Practice Best Practices and Processes:** Review of the law firm's litigation or other practice area applications to the actual practice of law within the firm's practice groups. This assessment includes a review of case law standards, known best practices in the industry, benchmarking against peer law firms, and corporate client expectations, and determines how staff, vendors, and technology are being applied to the area(s) of law, etc. The review concludes with a summary of findings, a gap analysis against best practice standards, and a presentation of recommendations to make the law firm more efficient and more profitable.

Processes specific to the law firm can also be drafted, training can be developed, and Hildebrandt Baker Robbins can assist with process improvement implementation.

**Technology Review and Selection:** Review of the law firm's current technology tools and capacity for supporting the law firm's practice of law. Possible assistance in the development of technology requirements, selection, and implementation of new software, hardware, and migration of data.

**Testify Regarding Electronic Discovery and Forensic Approach and Methodology:** Review of the law firm's or a client's forensic collection methodology and procedures, prepare for expert witness testimony, and work with counsel on expert witness report and trial testimony.

**Trial Support:** Actual day-to-day support of a law firm's trial team on trial preparation projects such as an exhibit project.

**Work Product Capture and Collaboration:** Review the law firm's current approach to document management and collaboration with in-house counsel. Assist with development of technology tools/databases to capture work product.

**HILDEBRANDT BAKER ROBBINS** is globally recognized as the leading, independent provider of strategic, business process, and technology consulting services to law firms, corporate legal departments, and government agencies. Our consulting team includes certified records managers, lawyers, and information managers experienced in a wide variety of compliance and governance related strategies, including IT subject matter specialists experienced with a wide variety of information compliance and management technologies.

Call **HILDEBRANDT BAKER ROBBINS**. Benefit from our experience.