

One Stop Destination for  
World Class Legal Support Services



**SKJJuris**

An ISO 9001:2015 Certified Company



## Introduction

SKJ Juris Inc., was incorporated and headquartered in New Jersey in the year 2010. SKJ Juris provides high quality and low cost legal and allied support services namely litigation support, immigration support and lease abstraction service to attorneys, law firms and corporations in the U.S. in a data secured environment

We have grown from strength to strength and for us a client's appreciation weighs more than anything else. We believe that we can take on any legal and allied support work emanating from the U.S. jurisdiction and we have the capability to conquer new off-shore business frontiers.

Our team is proficient in providing all the necessary legal and allied support services to the clients with a quick turnaround time. At SKJ Juris, every project passes through a quality check before it is delivered to the client.

## Mission Statement

Our on-going commitment to quality, service, and value has continued as our guiding principle to achieve overall excellence in the legal off shoring industry. This principle ensures that each and every client receives nothing less than total and complete satisfaction. At SKJ Juris, we are dedicated to elevating the standards of legal and allied support services.



## Philosophy

SKJ Juris believes that the best marketing that truly works for it, is an assignment well done followed by such client's testimonial. SKJ Juris seeks to implement this belief at every level. SKJ Juris is confident that, to the extent this is accomplished, all else will follow.

## Vision

Through our strong dedication to legal excellence, we deliver extraordinary results that exceed client expectations which make SKJ Juris, the vendor of choice for legal and allied outsourcing projects.



## SERVICES

### A. Litigation Support

#### 1) Litigation drafting and legal research

Researching case laws on Lexis.com for legal analysis and drafting of Memoranda of Law, Pleadings, Motions and Appellate Briefs.

#### 2) Document coding and review

Coding and review of electronically stored information (ESI)/ documents through web based platforms.

#### 3) Deposition summary

Summarization of deposition transcript.

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### B. Immigration Support

#### 1) IMMIGRATION PETITIONS

SKJ Juris has rich experience in drafting Attorney Cover Letters (ACLs) for following Immigration Petitions:

- Application for Fraud Waiver (INA § 212 (a) (6) (C) (i)).
- Application for Criminal Waiver (INA § 212(h)).
- Application for Provisional Waiver of the 3/10 Year Bar (INA §212(a)(9)(B)(v)).
- Application for Waiver of The 3/10 Year Bar (INA § 212(a)(9)(B)(v)).
- Provisional Waiver (Form I-601A).
- Application for Non-Immigrant Waiver (INA § 212(d)(3)(A)).
- Petition for Amerasian, Widow(er), or Special Immigrant, Battered Spouse, Violence Against Women Act (VAWA).
- I-485, Adjustment of Status (AOS).
- Petition for review of hearing on naturalization before the District Court under 8 U.S.C. §1421(c), and § 1447(b).
- I-212, Application for Permission to Reapply for Admission into the United States after Deportation or Removal.
- Petition for review before U.S. Circuit Courts of BIA decisions.
- Petition for review of hearing on naturalization before the District Court under 8 U.S.C. §1421(c), and § 1447(b).

#### 2) VISA APPLICATIONS

SKJ Juris has rich experience in providing immigration support in processing various visa applications as under:

- Family based Green Card.
- Employment Based Green Card.
- Consular Processing (CP).
- I-765, EAD (Application for Employment Authorization).
- L-1A, L-1B, L-2.
- ETA 9089 through PERM process.
- EB5 Investor Visa.

### 3) ASYLUM CASES

SKJ Juris has expertise in assisting US immigration attorneys in processing asylum cases for its end-clients. SKJ Juris provides following immigration support services to US immigration attorneys handling asylum cases for its end-clients:

- Culling out background information as per published reports in Amnesty International, Refworld etc.
- Research and drafting of applicant's Country of Origin Information as per RAT's Submissions.
- Application for Asylum and for withholding of Removal Applicant in Form I-589.
- Preparation of Credible Fear packet of Applicant.

### 4) REVIEW AND APPEALS

SKJ Juris provides legal support, including research and drafting, for following agency appeals:

- Motion to Reopen/Reconsider and/or Appeal to the Administrative Appeals Office ("AAO").
- Appeals of decisions of the immigration courts, Executive Office of Immigration Review, to the Board of Immigration Appeals ("BIA").
- Appeals of USDOL decisions to the Board of Alien Labor Certification Appeals ("BALCA").

SKJ Juris provides following legal support services pertaining to Petition for Writs:

- Complaint for Mandamus.
- Petition for Writ of Habeas Corpus.
- Petition for Bivens Action.
- Actions under the Federal Tort Claims Act.

SKJ Juris provides following legal support services pertaining to the drafting of complaints and related motions:

- Complaints under the Administrative Procedures Act.
- Complaints for declaratory judgment.
- Complaints for declaratory judgment and injunctive relief.
- Memoranda of law in opposition to defendant's motion to dismiss.
- Motions to compel production.
- Plaintiff's motions for summary judgment.
- Plaintiff's requests for admission.

SKJ Juris provides following legal support services pertaining to review petitions:

- Petition for review of hearing on naturalization before the District Court under 8 U.S.C. §1421(c), and § 1447(b).
- Petition for review before U.S. Circuit Courts of BIA decisions.

## C. Lease Abstraction

### 1) Full Lease Abstraction

Summarizing leases into different fields including financial, business and legal information.

### 2) Financial Lease abstraction

Reviewing of leases for financial purpose only with a view to identify and verify expenses, calculate the total expense and outline the exact share of responsibility as per pro-rata basis.

### 3) Custom Lease Abstraction

Summarizing leases into different fields as may be customized and required by the client to be selected from a spreadsheet enlisting exhaustive list of fields.

## Our affiliates

### **McCabe Law Global, LLP**

McCabe Law Global is a legal process outsourcing LLP with a world-wide reach, having offices in New York, Los Angeles, London, Belfast, Dublin and Pune, India. For more details, please

Visit: [www.mccabelawglobal.com](http://www.mccabelawglobal.com)

### **Appleton Business Development, LLC**

Appleton Business Development, LLC is a Chicago, Illinois, based boutique firm which serves the legal, medical and energy sectors in creating innovative solutions and expertly drafting business development plans. For more details, please visit: [www.appletonbusinessdevelopment.com](http://www.appletonbusinessdevelopment.com)

### **Jonathan Lea Network**

The Jonathan Lea Network is an international business content platform and community. The Network is law oriented, but also mixed with general business, finance, marketing and political information and commentary. The site acts as an open blogging platform and business services agency, while it has the intention to grow the free resources section, principally in the form of document downloads and open discussion forums. The blog supports entrepreneurship, supply side economics and small government in order to build strong societies and foster international peace and prosperity. For more details, please visit; [www.jonathanlea.net](http://www.jonathanlea.net).

### **Codism, LLC**

CODISM is a global technology and business services consulting firm specializing in Web Design and Development, Online marketing and IT Consulting Services to commercial and government customers. Codism also provide Staffing and end-to-end Consulting Services in areas of Implementations and Roll Outs, Strategic Counselling, Support and Maintenance, Instance Consolidation, for large and medium-sized companies. For more details, please visit; [www.codism.io](http://www.codism.io)

## Human resources

SKJ Juris hires Indian lawyers and other professional from leading Indian law schools and other institutions. The recruitment procedure of SKJ Juris is as under:

### **A. Recruitment procedure**

- Recruitment is proactively based on forecasted requirements.
- Recruitment made through robust database and campus recruitments and placement agencies.
- Shortlisted candidates are further screened via a telephonic interview, conducted by the HR department.
- Further shortlisted candidates are brought in for a written aptitude test.
- Further screened candidates undergo two rounds of personal interviews with HR and Operations Head.
- A selected candidate is referred to a background screening company.
- Appointment letter is handed over.

Once a lawyer is recruited, SKJ Juris provides rigorous training to him/her before selecting for a project. The training procedure of SKJ Juris is as under:

## B. Training Procedure

- 1) SKJ Juris has developed in-house training modules.
- 2) Each appointee undergoes 30 days / 45 days rigorous induction training program.
- 3) Training program includes:
  - Soft skills.
  - Computer skills.
  - Legal writing.
  - Introduction to U.S. legal system.
  - Litigation document coding and review.
  - Legal research.
  - Case summarization.
  - Lease abstraction.
  - Training on quality theory and client processes.
  - Contract drafting.
  - Security compliances.

## Security Measures

### A. IT security:

#### 1) Infrastructure :

- Dedicated servers.
- High speed lease line connectivity.
- PCs with latest processing software.
- PCs are connected in LAN.
- Internal Processes are automated.
- Having a capacity of 55 workstations. It can be expanded to 100 workstations.
- State-of-the-art conference room with a seating capacity of 10 persons.

#### 2) Data security:

- Server:
  - 24/7 up dedicated server for data, FTP and web application.
  - Centralized Data management and user access rights.
  - Centralized patch and antivirus management.
  - Centralized user and key management, logging and auditing.
  - Server room access policy.
- Desktop:
  - Password policy.
  - The users are provided unique logins and password.
  - Deactivation of ports (hardware, service, and network) and drives.
  - Operating system and database level hardening.
- Isolated and dedicated network:
  - Centralized and segregated network.
  - Activity-wise segregation of desktops in logical domains.



**3) ILL with back-up:**

- Primary internet lease line – 2 MBPS (Service provider 1).
- Backup internet lease line – 2 MBPS (Service provider 2).

**4) Business continuity and disaster recovery:**

- Automated daily data backup.
- Data backup is stored at remote location.
- Data restoration process is in place.
- Periodic business-continuity-plan test is run.
- Periodic internet link and power drill is done.



**B. Physical security:**

- Deployment of full time security personnel.
- Employees undergo a thorough security check.
- Access control system in place.
- Visual and motion surveillance are installed.
- Use of mobile phones or camera prohibited in client project areas.
- Restricted access to the client project areas.

**C. Human resource security:**

- Non-disclosure agreement executed with team members, team leaders, project managers, etc.



**Corporate Office:**

**USA**

**SKJ Juris Inc.**

**New Jersey**

370 Campus Drive,  
Suite 138, Somerset,  
NJ 08873.

Tel: +1-201-204-9499

Email: [info@skjjuris.com](mailto:info@skjjuris.com)

Website: [www.skjjuris.com](http://www.skjjuris.com)

**Delivery Center:**

**India**

**SKJ Juris Services (P) Ltd.**

An ISO 9001:2015 Certified Company

2<sup>nd</sup> Floor, Kundan Chambers,

Thube Park, Shivajinagar,

Pune – 411005,

Maharashtra, India.

Tel: +91 (0)20-41282800

**Disclaimer:** SKJ Juris is not a law firm and is engaged in providing only legal support services.