

CASE STUDY

DOCUMENT REVIEW



A circular inset image in the top left corner showing a close-up of a desk with several stacks of papers and folders, some with blue and green covers.

THE CASE

A U.S. law firm (the “law firm”) representing XYZ, a construction company, initiated a lawsuit to remedy the financial hardships and damages caused to XYZ by unanticipated delays in work on a construction site. In the lawsuit, SKJ Juris provided necessary support to the law firm in completion of the pleadings, and the stage was set for e-discovery of documents.

THE INSTRUCTIONS

The law firm hired SKJ Juris for the document review project and instructed SKJ Juris to analyze and review the e-Documents. Towards that, the law firm uploaded tonnes of soft copies of e-Documents on cloud platform, shared login details, discovery requests, and advised us to capture responsive and non-privilege documents reflecting presence of hazardous waste materials at the construction site; scope and completion dates of the work; changes in conditions of the construction site, besides culling out other e-Documents pertaining to other issues which ultimately bolstered the law suit.





THE STRATEGY

SKJ Juris deployed a team of reviewers for the document review project helmed by a Team leader (Subject Matter Expert) and an IT cum Project manager. The law firm followed up by regular con-calls with the Team leader from time to time offering clarifications/ explanations, if any, and received current status report from the Team leader. Time zone difference made results available at the start of the client's day whether resolution of queries / questions and/ or further instructions from the law firm.

The clock ran 24*7 without break across US and Indian sub continents.

SKJ Juris' IT cum Project manager worked towards ensuring proper download and upload processes prevail and the confidentiality of the e-Documents remained protected and secured. In that direction, the IT cum Project manager deactivated the external drives in the reviewers' PCs, installed proper anti-virus software, and installed firewalls on SKJ Juris' secured server and thwarted any phishing attempt.

THE SOLUTION

The reviewers meticulously identified details and identified documents that helped the law firm substantiate potential lines of argument with facts in the law suit. Once review was complete, the Team leader quality checked the reviewed documents and applied redactions, wherever necessary. SKJ Juris delivered the document review project before the approaching deadline.

THE RESULT

The law firm appreciated SKJ Juris' time bound, neat and error-free work performance. Document review project was completed in half the time required by the client. Satisfied with SKJ Juris' performance, the law firm continued to patronage SKJ Juris and has offered various other high stake and time-bound litigation support projects in recent times.
