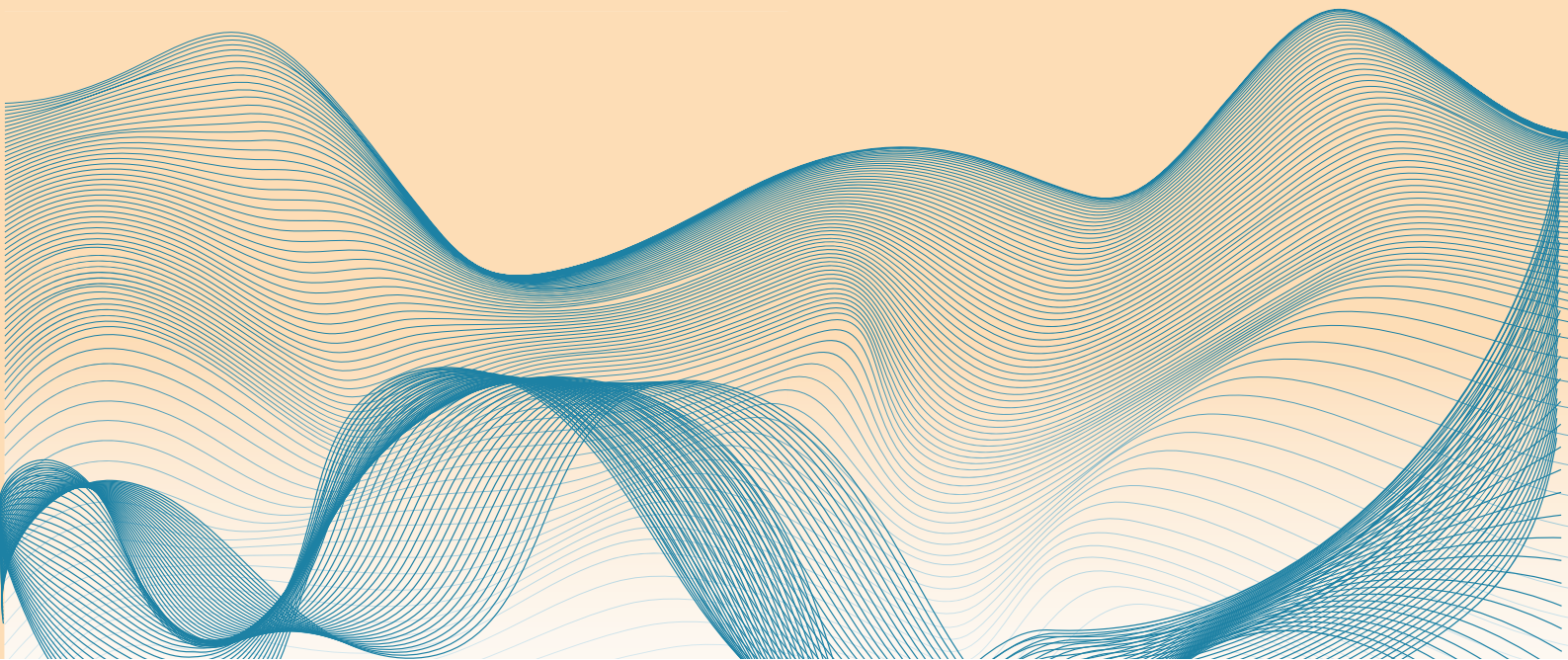




CAPTIVE LEGAL BACK OFFICE SOLUTION

Tailored to your Legal Needs, Driving Results.



Overview

Captive Legal Back Office (LBO) refers to a specific model of outsourcing where law firms establish an entity at a separate geographic location to handle its back office functions such as operations/ services or specific legal processes. A Captive LBO operates as an extension of the law firms and undertakes a range of back office functions to optimize efficiency and reduce costs. While upholding stringent quality control and data security standards, a Captive LBO is a strategic way to improve cost-effectiveness, resource efficiency, and the quality of legal functions. This outsourcing model allows the parent law firm to focus on its inhouse legal work, business development and achieve economies of scale, which ultimately benefits both the law firm firm and its clients. In this model, the law firm does not outsource its back office functions to a third-party Legal Process Outsourcing (LPO) company.



Benefits of setting-up a Captive LBO

Cost Control



A Captive LBO allows the law firms to control and manage their legal back office operation costs more effectively. While there are initial setup costs, ongoing costs can be more predictable and easier to budget.

Customized Requirements



The law firms can tailor the Captive LBO to meet their specific legal requirements. This customization ensures that the Captive LBO focuses on tasks and processes that are directly aligned with the law firms' short term and long term goals.

Quality Control



With direct supervision and control, the law firms can maintain higher quality standards of their operations. The law firms can establish and enforce their own quality assurance processes and standards to ensure LBO work meets their expectations.



Integration

A Captive LBO is typically closely integrated with the law firms to ensure alignment with business objectives.



Confidentiality and Security

The law firms can implement robust data security and confidentiality measures to protect sensitive legal information in the Captive LBO.



Scalability

A Captive LBO offers flexibility in scaling up or down based on the law firms' evolving requirements. This scalability can be especially advantageous for the law firms with fluctuating workloads.



'Follow-the Sun' approach

A Captive LBO operates round the clock by taking advantage of time zone differences ensuring that the law firms' work remains uninterrupted and seamless; and the work are transferred from one team to another as the day moves on in different parts of the world.



Long-Term Focus

A Captive LBO can align with the law firms' long range goals and objectives, and accordingly equip itself with necessary strategies and processes.



Risk Mitigation

By having a Captive LBO, the law firms can more effectively manage and mitigate legal risks associated with their professional and business activities. The LBO can proactively identify and address compliance issues and legal challenges.



Ownership and Control

The law firms retain ownership and direct control over the Captive LBO and ensure that all technology based solutions, processes, working styles, and reporting mechanisms are replicated with minimal efforts in the Captive LBO.



Efficiency

A Captive LBO can streamline its support needs and workflows with that of the law firms to enhance efficiency and productivity.



Expertise

Over the time, a Captive LBO can develop expertise in handling specific functions and tasks required by the law firms.



Inexpensive Talent Acquisition and Development

A Captive LBO can build a robust team of professionals at low costs and bring them up to speed by implementing training and skill development programs.



Scope of Services

A Captive LBO can handle plethora of back office activities and tasks of the law firms including billing, secretarial, staffing, accounting, data entry, review, coding, contract drafting & monitoring, compliance, legal research, legal drafting, content writing, medico-legal tasks, summarizing, intellectual property searches, and more.

About SKJ Juris

With over a decade of experience in rendering legal and allied support services to law firms, SKJ Juris as a LPO has consistently proven its excellence in diverse support services. SKJ Juris has continuously improved its processes and technology to meet its International clients' expectations and targets with accurate deliverables at unparalleled turn-around time, in a cost-effective manner.



SKJ Juris' Captive LBO Offering

SKJ Juris has gathered a strong understanding and adequate knowledge about the back-office functioning and requirements of the international clients, including law firms. Thus, SKJ Juris ensures that the law firms achieve their goals and objectives in a cost-effective manner and thrive in the legal business. SKJ Juris' Captive LBO Offering includes:



Infrastructural Support

1. Seating Capacity

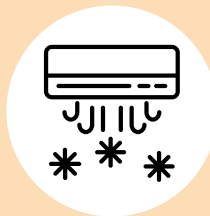
Having separate captive units at one location helps in expansion and growth of business and therefore with the same ideology, SKJ Juris offers three proposed captive units with a seating capacity of 28 seats; 17 seats; and 6 seats. The 28 seater captive area has a dedicated Manager's Cabin. This 28 seater arrangement can be merged with 6 seater and 17 seater as per requirement.





2. Security Guards

For deterring and responding to security risks, protecting people and property, and ensuring a safe and secure environment for all, SKJ Juris' security personnel play a vital role in maintaining safety.



3. Centralized Air Conditioners

To efficiently control temperature and improve indoor air quality, SKJ Juris has installed centralized air conditioning units.



4. Shared Pantry Space

With an intent to provide convenience and comfort to personnel while fostering sense of community, SKJ Juris has a dedicated pantry space for having food and beverages.



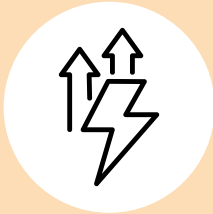
5. Shared Washroom Facility

SKJ Juris has a properly designed washroom space that ensures comfort, convenience, hygiene, and safety for the personnel.



6. Conference Room

SKJ Juris has a well equipped & air conditioned shared conference room accessible from the main lobby for team meetings, client presentations, training sessions, board meetings, video conferences etc.



7. Power Back-up

To gain over power outages that disrupt daily work routine, SKJ Juris provides reliable and comprehensive power backup to safeguard operations, maintain productivity, and ensure peace of mind during power disruptions.



8. Entry & Exit

To enable easy access, SKJ Juris has separate entry and exit points from the main lobby to captive units.



9. Dedicated EPABX system

To manage and streamline internal and external communication, SKJ Juris' dedicated EPABX system operates independently within Captive LBO, providing a range of features and functionalities. The EPABX system can also be operated from the main lobby as well, as per requirement.



10. Access Card Control System

In order to enhance security, and monitoring & managing personnel entry and exit, SKJ Juris' access card control system is in place.

11. Network & IT Support

As connectivity is a crucial component of modern life and businesses, SKJ Juris ensures providing reliable Local Network Access (LAN) to all of our captive units. SKJ Juris can also provide IT related Support on need basis, which may include: (i) Resolving any IT issues that arise during execution of projects; (ii) Installing various software(s)/ tools that are required on the desktops; and (iii) Updating such software(s)/ tools whenever required. However, software costs associated with such installations and updations shall be borne by the Captive LBO.



12. Admin and Staff Support

SKJ Juris can provide Admin and Staff Support which may include: (i) Providing tea/coffee to Captive LBO twice a day; (ii) Cleaning of Captive LBO every day; (iii) Providing mineral water in the water dispenser everyday; (iv) Providing receptionist for attending the calls of Captive LBO and monitor the visitors at the main lobby; and (v) Any other clerical work that is required to be done by errand boys. These will be as per requirement basis for which Captive LBO will bear additional costs.





Professional Services Support



1. Entity Set-Up Management

This will include providing support for Business Establishment, Finance & Accounting, Payroll, Administration & HR Compliance, Corporate & Tax Compliance.



2. Taxation

Taxation Support includes Direct Tax & Indirect Tax, Transfer Pricing & International Tax, M&A Tax & Regulatory Services.



3. Assurance & Risk Advisory

This includes Accounting Advisory, Internal Audit & Process Reviews, Technology Risk, Forensics.



4. Transaction Advisory

This includes Transaction Support, Due Diligence & Valuations, Economic Analysis.

5. HR Support



SKJ Juris can provide HR Support on need basis, which may include: (i) Implementation of HR templates prepared by the legal team including issuing of appointment letters, accessibility of HR Manual through intranet/ email to all the employees; (ii) Maintenance of HR documentation/ files of all the employees including evaluating performance appraisals in coordination with Captive LBO's Operations Head, issuing of promotion letters, coordinating with Captive LBO's accounting personnel on their pay-outs as per their attendance, leaves, etc.; and (iii) assistance to employers in recruitment and staffing efforts.

Virtual Tour



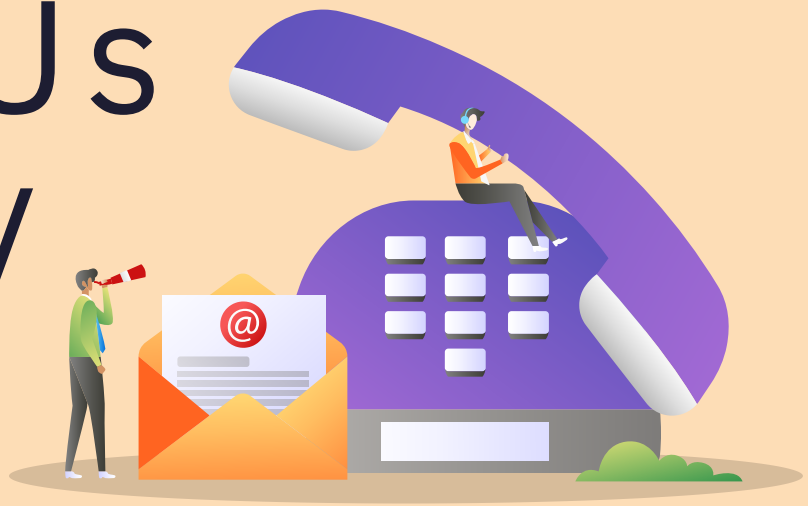
28-seater Captive



17-seater Captive

The photographs of 6-seater Captive will be coming shortly.

Connect with Us Today



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