

ABOUT SPECIAL COUNSEL

The demands of today's legal world can exceed the resources of the largest law firms and legal departments. Whether you need assistance managing your everyday workload, or additional resources to handle specific cases or business transactions, that's what we do, every day. Special Counsel is the leading provider of legal workforce solutions to law firms and corporate legal departments across the country. Two of our widely used services include Litigation Support and Workload Management.

LITIGATION SUPPORT SERVICES

Today's litigation and administrative actions demand attention to detail, quite often on a grand scale. Responding to subpoenas or other requests to produce documents can stretch even the largest firms or legal departments to the breaking point. Our legal professionals can help you collect, review, index and manage electronic and hard-copy documents of any kind within the tight deadlines that case management often requires, wherever and whenever you need it. Whether you need a single litigation support resource or many, Special Counsel has a proven record of surpassing our clients' expectations.

Litigation Support and Document Management Services include:

- Concise® Deposition Summary Service
- Requests to produce
- Privilege review
- Document collection and categorization
- Document scanning and coding
- Document management
- Turnkey project space

WORKLOAD MANAGEMENT

Our temporary, temp-to-hire and direct hire services allow our clients to reduce costs without sacrificing quality or timeliness. Our workforce solutions can optimize the mix of contingent and full time personnel in law firms and corporate legal departments whether large or small. Special Counsel's seasoned staffing consultants use proprietary, Web-based tools to acquire and continuously refresh our pool of highly talented legal professionals. From coders to law clerks, from secretaries to paralegals, from junior attorneys to partner-level veterans, we can provide the ideal professionals to meet your needs today and for the future.

Workload Management Services include:

- Direct hire of attorneys, paralegals, secretaries, and support staff
- Temp-to-hire
- Temporary personnel
- Concise® Deposition Summary Service



Striking an ideal balance between full-time and contingent professionals can help increase profitability while maintaining client services of the highest quality.

Concise® - A Service of Special Counsel
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