

## About Special Counsel



### **SPECIAL COUNSEL IS THE LARGEST FULL-SERVICE PROVIDER OF LEGAL STAFFING AND RECRUITING SERVICES IN THE UNITED STATES.**

Our reputation, size and scale, combined with local market knowledge in each of our locations, give us a distinct advantage in recruiting and retaining the best legal talent available on a short-term or long-term basis. Our expertise includes temporary staffing and direct hire search and placement of attorneys, paralegals, legal nurse consultants and legal support staff; managing state-of-the-art TurnKey Legal Centers and review projects; operating the nation's most prestigious and accurate court reporting services through Alderson Court Reporting; and providing clients with the most efficient and cost-effective deposition summary services through Concise.

#### **Temporary Staffing**

Our temporary staffing program provides law firms and corporate legal departments with key personnel during critical times in their business cycles. Our consultants include attorneys with

specific practice area expertise, experienced document review attorneys, recent law school graduates, paralegals, support staff, and legal nurse consultants with substantive medical record review experience. We also place consultants in non-legal positions within corporations, as the skills of legal professionals often are transferable to various disciplines.

**We believe that there is no substitute for quality, integrity and value.**

#### **Direct Hire Search and Placement**

Our Direct Hire program includes continuous recruitment and outreach to those candidates currently employed and not actively seeking new opportunities. Our pursuit of these “passive” job seekers gives our clients access to candidates who ordinarily would not respond to job postings. We focus on those specific individuals who can bring immediate value to our clients’ bottom lines when they are hired, as well as years down the road.

#### **Managed Review Solutions**

With our experienced document review professionals, dedicated review facilities, secure document technologies and proven quality control practices, Special Counsel is uniquely positioned to manage highly sensitive reviews in any market, nationwide. When you work with Special Counsel, you benefit from our experience on literally thousands of projects; our custom methodologies are proven to help you better anticipate review costs, increase the efficiency of the review and dramatically shorten the

time to project completion. And as the first national agency to implement a project management certification program to ensure best practices are adhered to on every review, our project managers understand all aspects of project planning, collection, data culling, review planning, document review execution, technology and budgeting. In short, our managed review solutions free you to focus on the case while we manage the review.

#### **Alderson® Court Reporting**

Alderson Court Reporting provides a broad selection of court reporting services to the legal community nationwide. Headquartered in Washington, D.C., Alderson has proudly been serving Am Law 100 firms, U.S. presidents, and international agencies since 1938. From transcripts for key U.S. Senate committees to work on the September 11 Victim's Compensation Fund hearings, Alderson continually sets the standard in court reporting for clients with the most exacting standards in the nation.

#### **Concise® Deposition Summary Service**

Concise summarizes deposition and trial transcripts for cases of all types, ranging from patent infringement and medical malpractice to construction defect and employment discrimination. Each Concise summary is formatted to our client's specifications and is quality reviewed before delivery. And – because they are priced by the page, not by the hour – Concise summaries also are extremely cost-effective.

#### **TurnKey Legal Centers**

Special Counsel's state-of-the-art TurnKey Legal Centers for document review and e-discovery projects were designed by litigators to meet every conceivable project need and are located in major, convenient markets across the country. No other agency possesses the capacity, technical support and scope of experience required to meet today's growing e-discovery demands.

#### **SightManager® Document Review Management Tool**

Special Counsel SightManager® review management tool further revolutionizes the way electronic document reviews are managed by allowing an individual to monitor, in real time, exactly what is happening on each document reviewer's PC. Without having to be on site, supervisors can observe and discuss reviewers' work with them and even "take over" reviewers' screens to assist, correct or provide additional instruction. This real-time observation allows for hands-on, contemporaneous QC of the documents as they are being reviewed – no more waiting for the batches to be finished. The Quality Assurance team can start working right away, minimizing the re-review of documents and further reducing your costs.