

## DOCUMENT MANAGEMENT AND E-DISCOVERY

### WASHINGTON, DC TURNKEY LEGAL CENTERS

Your firm is gearing up for a large project or extended litigation. You require additional attorneys and paralegals – and sufficient workspace – for an indefinite length of time. What's the best way to manage your resources and contain costs? Using Special Counsel's TurnKey Legal Centers, our dedicated, state-of-the-art facilities for document review and e-discovery projects, is the solution.

### COST-EFFECTIVE SOLUTIONS

Special Counsel, the nation's leading provider of legal staffing services, has designed our TurnKey Legal Centers specifically for cases requiring review space in which to manage staff, equipment and documents effectively. When using Special Counsel contract legal professionals, law firms and corporate legal departments gain access to these Centers, along with the equipment and resources required to support a project of any size or duration. We handle all the details so that you can focus on your case.

### COMFORTABLE AMENITIES

The TurnKey Legal Centers were designed and built with your requirements and comfort in mind. Amenities include:

#### Convenience without added cost

- 24-hour access to 10,000 square feet of workspace in downtown Washington, DC at Metro Center
- 24-hour access to 7,000 square feet in the Central Business District near Farragut North
- Freight elevators with accessible loading docks, 24 hours a day, 7 days a week
- Heat and air conditioning after hours and on weekends

#### Cutting Edge Technology

- High-speed Internet connections, along with multiple telephone and fax lines
- MS Windows XP Professional, with MS Office
- SYMANTEC Client Security Suite
- Copiers, printers, scanners and fax machines

#### Comfort and Security

- Safe building and elevator access and private, secure workspaces
- Large, private offices for meetings, depositions, or other client requirements
- Comfortable desks, chairs, and other key office needs
- Kitchen facilities
- Ample, secure storage areas

#### Support Services

- Experienced site and project managers always available
- 24-hour dedicated technical support service
- Coordination with vendors for rental equipment and production services such as high-volume copying and imaging

### CONFIGURABLE WORKSPACE

Our functional, turnkey facilities are scalable, allowing access to entire suites or to portions of these spaces. Work areas can be adapted to the size and scope of your project without compromising security. You can leverage the Centers and our talented professionals to accomplish your goals without overextending your internal resources.

### RELIABLE LEGAL PROFESSIONALS

Our contingent legal professionals include veterans of some of the largest document review projects. These experienced attorneys and paralegals are knowledgeable in the latest e-discovery technologies and best practices, as well as managing traditional paper-based document reviews. You can outsource your document review project with full confidence and the knowledge that work quality is assured.

A TurnKey Legal Center representative is available to meet with you at your office, or you may visit our state-of-the-art document review facilities by calling Special Counsel at 202-737-3436 to schedule an appointment.



[TURNKEYLEGALCENTER.COM](http://TURNKEYLEGALCENTER.COM)

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