

DOCUMENT MANAGEMENT AND E-DISCOVERY

HOUSTON TURNKEY LEGAL CENTER

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 Center, our dedicated, state-of-the-art facility for document review and e-discovery projects, is the solution.

COST-EFFECTIVE SOLUTIONS

Special Counsel, the nation's leading provider of legal staffing services, and Prescott Legal Search, a Special Counsel Company, have designed our TurnKey Legal Center 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 this Center, along with the equipment and resources required to support a project of any type or duration. We handle all the details so that you can focus on your case.

COMFORTABLE AMENITIES

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

Convenience

- 24-hour access to dedicated space that will accommodate up to 25 workers comfortably
- Location in Houston's Galleria area with many hotels and restaurants nearby
- Freight elevators with accessible loading dock, 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 dedicated 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 workspace
- Large, private office and conference room 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

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 in 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 713-439-0911 to schedule an appointment.



TURNKEYLEGALCENTER.COM

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