



## Our managed review services include:

First level review

Foreign language review

Quality control

Second level review

Redactions

Market surveillance

Contract management

Deposition preparation

Targeted searching

Privilege log

Get the data you need to win your case by partnering with Avalon for your document review needs. From first-level review to quality control, and second-level review to privilege logs, Avalon offers high-quality, efficient review cycles to reduce risk, control costs, and maximize your project success.

### Continual oversight and coordination

Our project management team follows a well-documented process to ensure that all remote review conforms to our highest legal standards and all products are fully defensible.

**Identical process** – All remote review is managed in accordance with the documented process Avalon follows with any on-premises project, including daily status reporting and decision log documentation.

**Regular review hours** – Our team strictly adheres to standard review hours, outside of which review teams are not permitted or able to work. The teams' online presence is captured and monitored as the day progresses.

**Continual oversight** – Avalon's project management team continually monitors and audits the database throughout the day for team productivity, work product analysis, and timecard tracking purposes.

**Daily town halls** – Our project managers host daily team meetings where members discuss findings and trends and engage in Q&A.

**Quality control** – A documented quality control process is tailored to the needs of each review and carefully followed, with feedback provided daily via email, by phone, and during town halls.

### Centrally controlled devices and environments

We take every precaution to ensure that our technology is secure from end to end, and that remote review adheres to strict security protocols.

- All remote devices are owned and managed by Avalon, including all patching, antivirus scanning, identity management with multifactor authentication, and endpoint security.
- Smartphones, tablets, and other mobile devices are prevented from accessing our environments.
- All authorized laptops have 100% of their traffic processed through our private cloud firewall, ensuring a complete content filter for the project.

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- Communication resources, including project email accounts, are always restricted to allow communications only within the team and with our project managers. Exceptions to this are available per client request.
- Review is available on Avalon's virtual desktops, via our managed laptops, so client files are never handled outside the data center.
- Unauthorized USB devices, wireless devices, Bluetooth, printing, and more are blocked per client needs.
- Normal case room hours are enforced, and use of our platforms is prevented outside those hours.

### You can expect

**Increased productivity** – Our project management team collaborates with counsel to develop and refine review strategy and protocol.

**Powerful analytics** – We leverage early case assessment (ECA) and technology-assisted review (TAR) tools to reduce document sets, increase productivity, and decrease costs.

**Concentrated agility** – We respond quickly to assemble the right team and continuously look for ways to streamline workflow.

**Detailed accountability** – We manage and track reviewer productivity and quality for agreed-upon results.

**Enhanced insight** – We coordinate all aspects of a project, track daily and weekly progress against project goals, and publish a comprehensive report at the conclusion of the review.

So, no matter how complex your project is or how often your case needs change, our hyper-responsive team will create scalable solutions that meet your review needs, provide unwavering support throughout the engagement, and deliver significant cost savings to help your organization prosper. 🦋

## QUESTIONS?

For more information on any of our services, please contact:

**Rebecca Rudell**, Marketing Manager  
rebecca.rudell@teamavalon.com