

## Conduent Legal and Compliance Solutions Managed Review Services

Conduent Legal and Compliance Solutions (formerly Xerox), offers highly scalable and defensible managed review services to augment and streamline your legal and compliance document review projects. Our services directly reduce review costs with customizable and best-practices approaches for your unique case needs.



Staffed by highly qualified vetted attorneys, each review is customized to the case needs of our corporate and law firm clients.

We offer high-volume, quick turnaround document review and coding services in secure, state-of-the-art facilities in the U.S., UK and Asia. Staffed by highly qualified vetted attorneys, each review is customized to the case needs of our corporate and law firm clients. We provide expertise in the following areas:

- First-pass responsiveness review and issue coding for litigation and investigations
- Second-tier review for privilege, trade secret, confidential and other sensitive information
- Merger and acquisition due diligence support
- Compliance reviews on a look-back or diagnostic basis
- Multi-language document review and foreign language translation

Reviews are led by domain experts who work in close collaboration with clients' counsel and are guided by experienced attorney project managers. We design project workflows to meet each client's requirements, and support the review through proven, defensible and transparent processes.

### First Level Reviews

First-level document review involves the identification and first-line analysis of responsive information as defined by clients' counsel, and the redaction or segregation of sensitive, protected or privilege information. Additional elements may include the review of non-readable files, audio and video files, non-English language documents and special treatment of certain non-document, non-email-based information, such as databases.

### Privilege Reviews

Our managed review team, supported by senior review specialists, delivers a higher-level analysis of data for privilege review.

### Compliance Reviews

In addition to traditional legal review projects, we offer review support for compliance projects, helping to identify and prioritize the review of potentially inappropriate behavior, both on an ongoing diagnostic or look-back basis. Compliance reviews help our clients address problems before they turn into litigation or regulatory action.



We have the ability to scale quickly for large reviews, with hundreds of workstations. We have state-of-the-art, highly secure facilities in key geographic locations within the United States, Europe and Asia.

## M&A and Divestiture Due Diligence Support

Mergers and acquisitions or divestitures often entail the review of up to thousands of contracts and other related materials, and require expertise in many disciplines. Our team is experienced in the due diligence review process needed for clients and their counsel to assess the merits of, or negotiate, the deal.

## Consulting and Process Management

We apply our standardized, best-practices process across various types of review projects. We recognize that each matter needs to be treated uniquely. Using our extensive knowledge, skills, techniques and tools, we consult with each client to define, measure, develop and report on processes to meet their specific requirements.

## Industry-Leading Processes

Conduent has implemented and aligned global operations with its managed review service to create uniform best practices. Reviews performed by our team follow the same proven, streamlined process that allows projects to be completed in the most efficient, cost-effective and capable manner. Our iterative approach reduces the document review universe that requires review, and prioritizes documents warranting immediate attention—saving our clients further time and costs of the review. The results of each project are backed by rigorous quality management protocols and audit trails to ensure defensibility.

## Review Management

Review management expertise is critical to the success of every document review project. We employ an experienced management team with years of experience managing document reviews.

## Global Operations

We have the ability to scale quickly for large reviews, with hundreds of workstations. We have state-of-the-art, highly secure facilities in key geographic locations within the United States, Europe and Asia. Our facilities are ISO 27001 and Tier 3+ certified and have the highest levels of security available at the physical, application and user levels. We also offer lower cost document review services in offshore facilities that provide 24/7 capabilities and highly expandable capacity. Our team adheres to the same processes, protocols and workflows as U.S.-based review teams, and is supported by local and U.S.-based project management teams to ensure quality and around-the-clock availability — leveraging staff across time zones to fulfill time-sensitive requests and high-volume demands.

## Foreign Language Translation Services

To supplement your review efforts when documents are in non-English languages, we offer foreign language translation and review services. Our translators are recognized experts in dozens of languages, including Chinese, Japanese, Korean and other Asian languages, all Western European languages, Russian, Hebrew, Arabic and more.

Our in-house team of linguists complements the experience of our translation team by formulating and executing multi-language search strategies to translate all variations of queries and results. This ensures that you accurately capture custodians' local culture, 2



Conduent offers flexible review technology software and deployment options based on your project requirements. We offer our proprietary hosted platforms, OmniX® and Viewpoint® eDiscovery Platform, along with kCura Relativity.

**For more information on Conduent Legal and Compliance Solutions, visit us at: [www.conduent.com/legalsolutions](http://www.conduent.com/legalsolutions), or call 877.273.3387**

dialects and colloquialism. Our translators will attest, via affidavit, to the thoroughness and comprehensiveness of the review of translation projects.

## Technology Platforms

Conduent offers flexible review technology software and deployment options based on your project requirements. We offer our proprietary hosted platforms, OmniX® and Viewpoint® eDiscovery Platform, along with kCura Relativity.

Deployment options include:

- Cloud-based review technology hosted in our global data centers
- On premises review technology as part of managed services
- Mobile in-situ deployment for organizations with data that needs to remain on premises due to the discreet nature of a project, such as an internal investigation, data privacy regulations or other concerns
- Other third-party review platforms

Our managed review staff are experts at utilizing our platforms' cutting-edge review features and analytics to optimize the accuracy and speed of the review, including in-depth expertise in operating technology-assisted review systems (i.e., for expert seed set review, double blind reviews, QC, QC of non-responsive documents and the efficient review of non-categorized documents).



Conduent Legal and Compliance Solutions ("Conduent") is not authorized to practice law, and neither offers legal advice nor provides legal services in any jurisdiction. The services offered by Conduent are limited to the non-legal, administrative aspects of document review and discovery projects. Conduent provides such services solely at the direction and under the supervision of its clients' authorized legal counsel.