

PITNEY BOWES
LITIGATION AND
DOCUMENT SERVICES

COLLECT. PROCESS. REVIEW.

EXPEDITING INFORMATION RETRIEVAL THROUGH PITNEY BOWES LITIGATION SUPPORT AND DOCUMENT SERVICES

Today, 90% of legal documents are electronic. Law firms, government agencies and large corporations need a way to manage massive amounts of electronic data for regulatory compliance, litigation and evidentiary chain-of-custody. Just one lost file or unrecoverable email can have a huge impact on a legal or investigative outcome.



Pitney Bowes Litigation and Document Services offers a full range of solutions related to the collection, preservation and processing of electronic data at issue in all types of litigation and compliance matters. With more than 25 years of experience in legal support services and the management of document processes, Pitney Bowes Legal Solutions is an industry pioneer in electronic discovery (e-Discovery), document coding, scanning and imaging, review and other digital support technologies. Our goal is to provide you with near limitless ability to store and evaluate data, be cost-effective and in compliance with legal and regulatory requirements.

THE ADVANTAGES OF WORKING WITH AN INDUSTRY PIONEER.

CONSULTATIVE APPROACH. The best practices that we seek to employ on all cases allow for a more effective overall project experience. The Pitney Bowes Legal Solutions consultative approach is intended to find the most narrow, responsive data set, thus eliminating the need for attorney review of unrelated or irrelevant documents.

PROVEN PROCESS. Developed and tested for over a decade, our proprietary data-to-image process ensures rapid and accurate data processing, security and cost control.

QUALITY CONTROL. Our proven combination of automated and manual controls ensures that data integrity is maintained throughout the entire process.

CHAIN OF CUSTODY. Our design principles preserve a strict chain of custody, helping you minimize risk, avoid sanctions and gain a strategic advantage.

CUSTOMIZATION AND COST CONTROL. Customized services to fit your needs, giving you greater project control and flexibility, reductions in production costs and less review time.

EXCEPTIONAL SERVICE. Dedicated project managers who develop an effective and integrated workflow that encompasses project scoping, reporting, delivery and many other aspects of service:

- * Fast turnaround
- * Reductions in cost and review time
- * Monitoring and reporting
- * Local client contact

Seamless integration with your team means greater efficiency.



PITNEY BOWES LEGAL SOLUTIONS FEATURES AND CAPABILITIES:

- * Enhanced e-Discovery
 - Media analysis
 - Project scoping
 - Detailed reporting
 - Flexible deliverables
 - Custodial prioritization
 - Data culling
 - Deduplication
 - Searching and filtering
 - Custom processing
 - Date/time selection
 - File extension/size selection
 - Full text search, Boolean, wildcards, stemming, fuzzy, phonic, proximity, synonym, numeric range, variable term weighting
 - Compound and complex filtering
 - Cookies and MD5 known filters
 - Flexible deliverables (TIFF, PDF, native, metadata, text)
 - *MailArchive* packaging
 - Seamless data integration with all document review systems
- * Web Hosted Repositories
- * Forensic Partnerships
- * Document Review/Relevancy Screening
- * Project Management
 - Consultation, detailed scoping, setup of culling criteria and pre-processing data preparation
- * Technical Support and Training
- * Automated Data Conversion - Uniform Formats for Printing and Review
- * Document Imaging (Scanning and OCR)
- * Document Coding
- * Document Printing
- * Litigation Copy
- * Word Processing and Help Desk Services
- * Support On-Site or at Regional and National Processing Centers

For more information on how Pitney Bowes Legal Solutions can help you streamline your electronic document and discovery processes, call **888-245-PBMS** or visit www.pb.com/legalsolutions.

HOW OUR EXPERTISE CAN HELP

Pitney Bowes Legal Solutions is the leading single-source provider of litigation and document services aimed at increasing efficiency and reducing costs for law firms and corporate counsel clients.

Our consultants provide technology and workflow expertise to customize an approach at your office, or through our network of regional and national processing centers, that integrates all aspects of document lifecycle management, from copy, fax, mail, records and digital conversion to litigation support activities including consultation, imaging, coding, electronic discovery and web repository services.

The result is a tailored end-to-end solution, which leverages existing investments and streamlines workflow producing tangible results – all backed by years of experience and expertise in the unique needs of the legal services market.

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in eDiscovery Services



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