

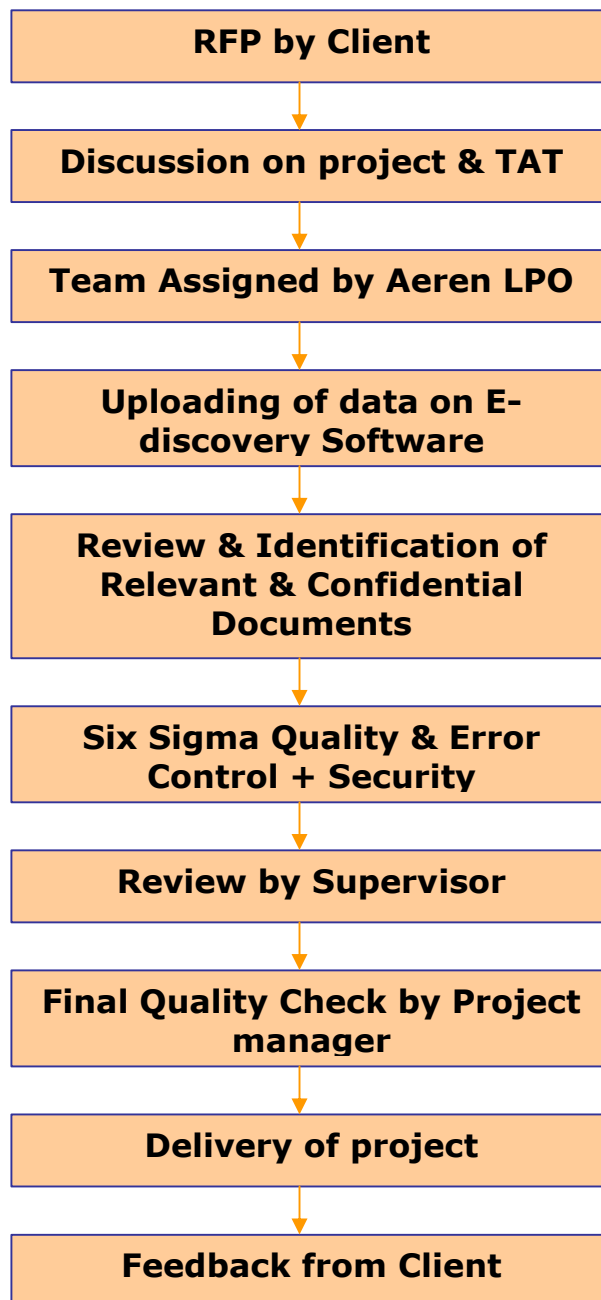
**Detailed  
Each LPO  
Process Flow Chart**

# E-DISCOVERY

**Electronic discovery** (or *e-discovery*) refers to discovery in civil litigation which deals with information in *electronic format* also referred to as Electronically Stored Information (ESI).

Our attorneys are well versed & experienced in leading E-Discovery analytic and review software.

## PROCESS

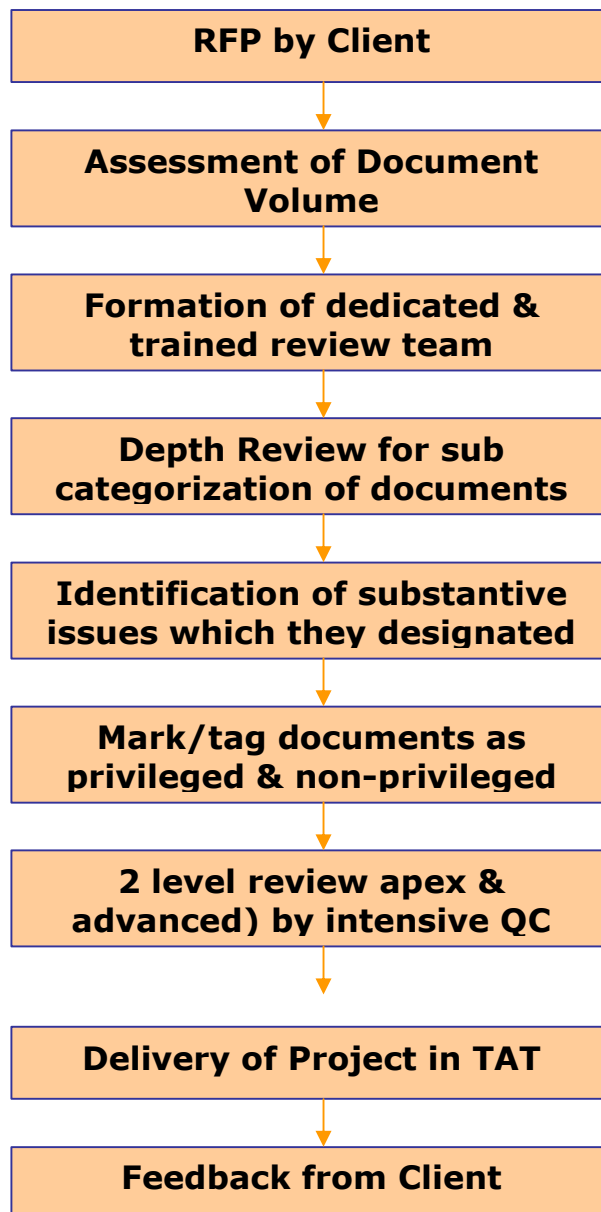


# DOCUMENT REVIEW

**Document review** (also known as **doc review**) is a task performed by an attorney in anticipation of legal proceedings or during the discovery phase of litigation. Document review requires the attorneys to assess the **relevance and/or responsiveness of documents**, using knowledge about the facts of the case and the issues of law.

**Aeren LPO's** provides corporations and law firms with high quality, cost-effective document review that gives them the cost certainty needed to stay in budget.

## PROCESS



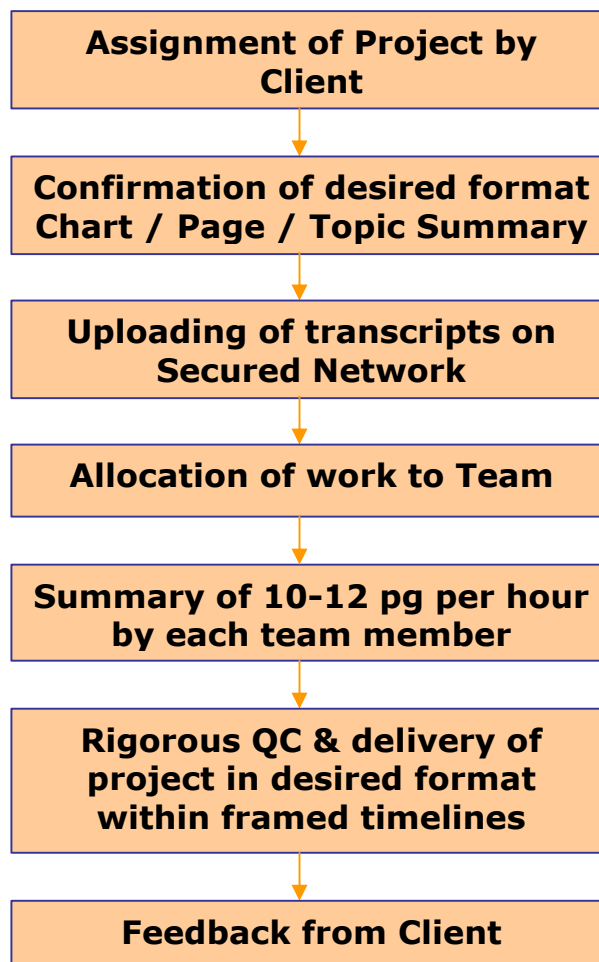
# DEPOSITION SUMMARY

**Deposition Summaries** are the most valuable tools an attorney has in litigation.

A **Deposition** is witness testimony given under oath and recorded for use in court at a later date.

**Aeren LPO** will work closely with you and your team to deliver Deposition Summaries in the **format of your choice** along with other relevant information like specific record of **dates, names, locations, exhibits, and key facts** as per client's requirements including all necessary information.

## PROCESS



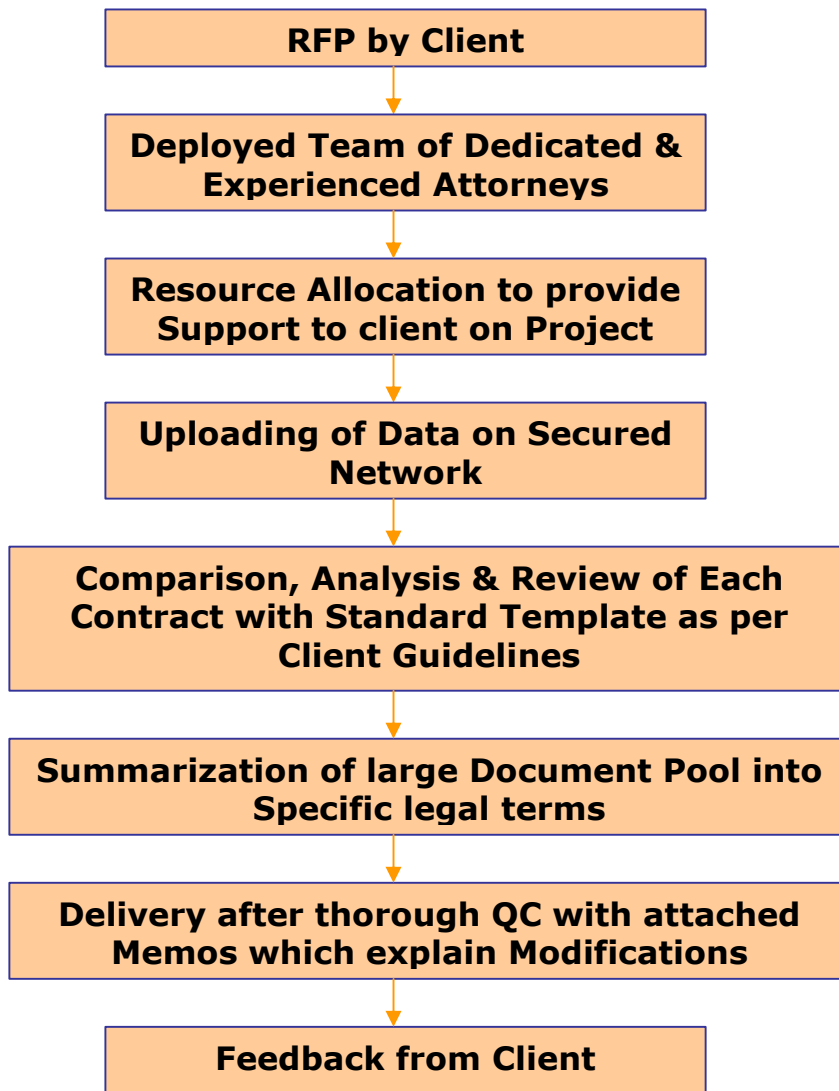
# CONTRACT REVIEW

**Contract Review** is a **thinking process and a balanced analysis** for contract. This process includes:

- ✚ Clarifying of contract related facts,
- ✚ Measure of the feasibility of contract,
- ✚ Forecast of contract risks.

**Aeren LPO** provides comprehensive Contract Review solutions where we rapidly review thousands of Contracts and Summarizes compare and assimilate relevant information.

## PROCESS

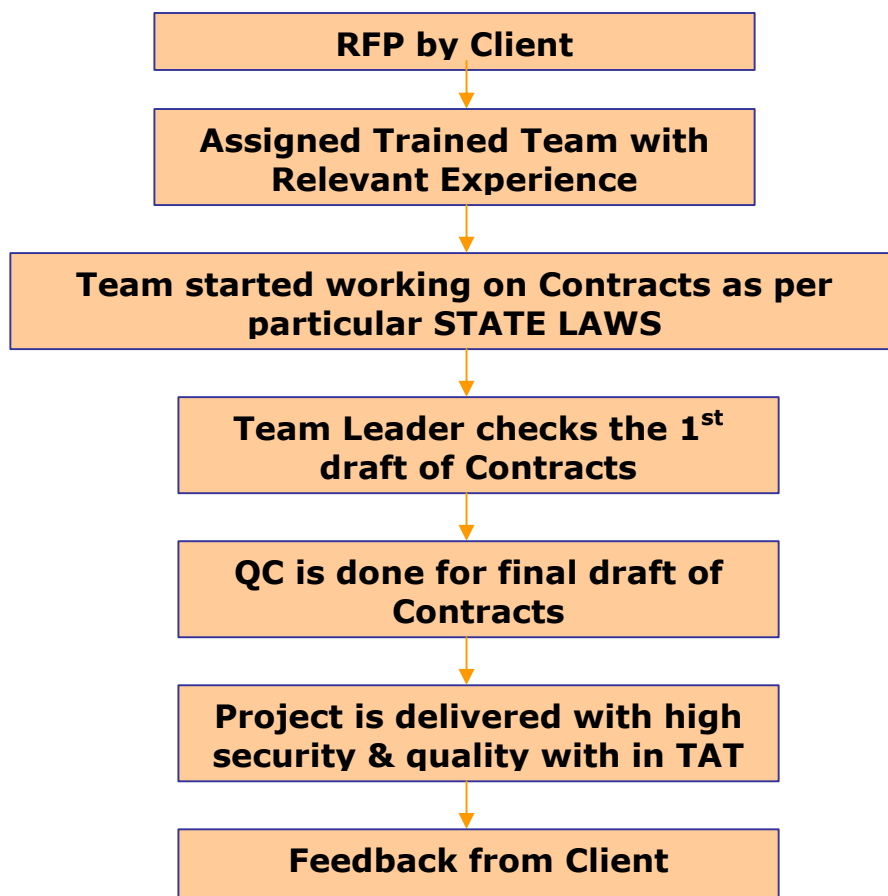


# CONTRACT DRAFTING

**Contract Drafting** is critical process and much litigation has its roots in defective drafting.

Our lawyers Draft and Manage high-volume, routine contracts that offers minimum 50% deduction in cost and allow in-house lawyers to focus on higher value work.

## PROCESS

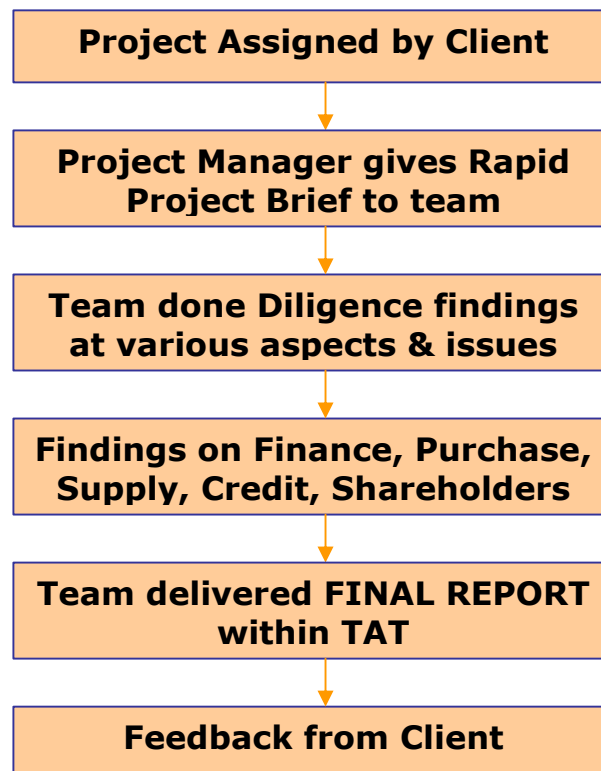


# DUE DILIGENCE

“The process of systematical evaluation of information to identify risks and issues relating to proposed transaction”.

**Due Diligence** is one of the most labor-intensive tasks of any prospective M&A deal. Even in “friendly” mergers, securities rules and practices generally require third-party review of contractual relationships. The time and expense of the contract Due Diligence process accounts for a large percentage of the legal costs of M&A work. It also pulls valuable legal resources from other important, higher-level tasks.

## PROCESS



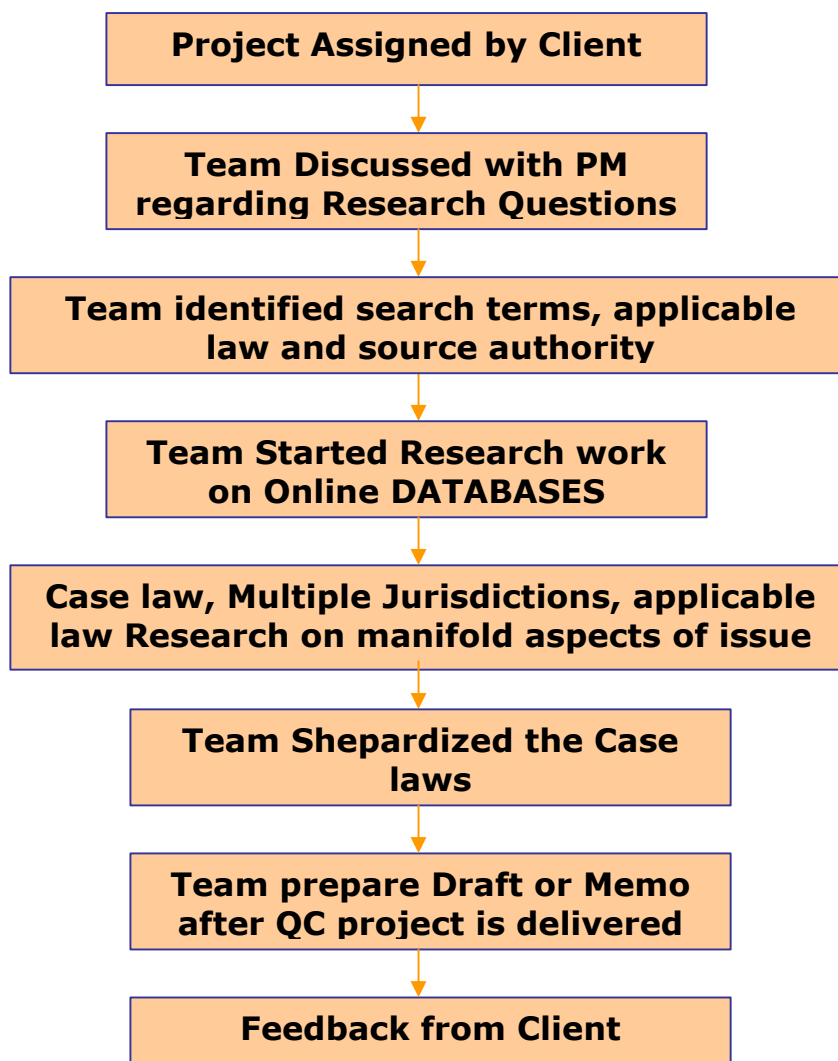
# LEGAL RESEARCH

The process of classifying and recovering information required as support in legal decision-making. It includes analysis of the facts of a problem and concludes with the application and communication of the results of the investigation.

The process differs from country to country depending upon its legal system. Broadly Legal Research involves [finding of primary /secondary sources](#) or [authority of law](#), [Statutes](#), [legal dictionaries](#) and [legal encyclopedias](#).

Our team has access to the latest on-line research tools including Lexis, Westlaw and Findlaw.

## PROCESS

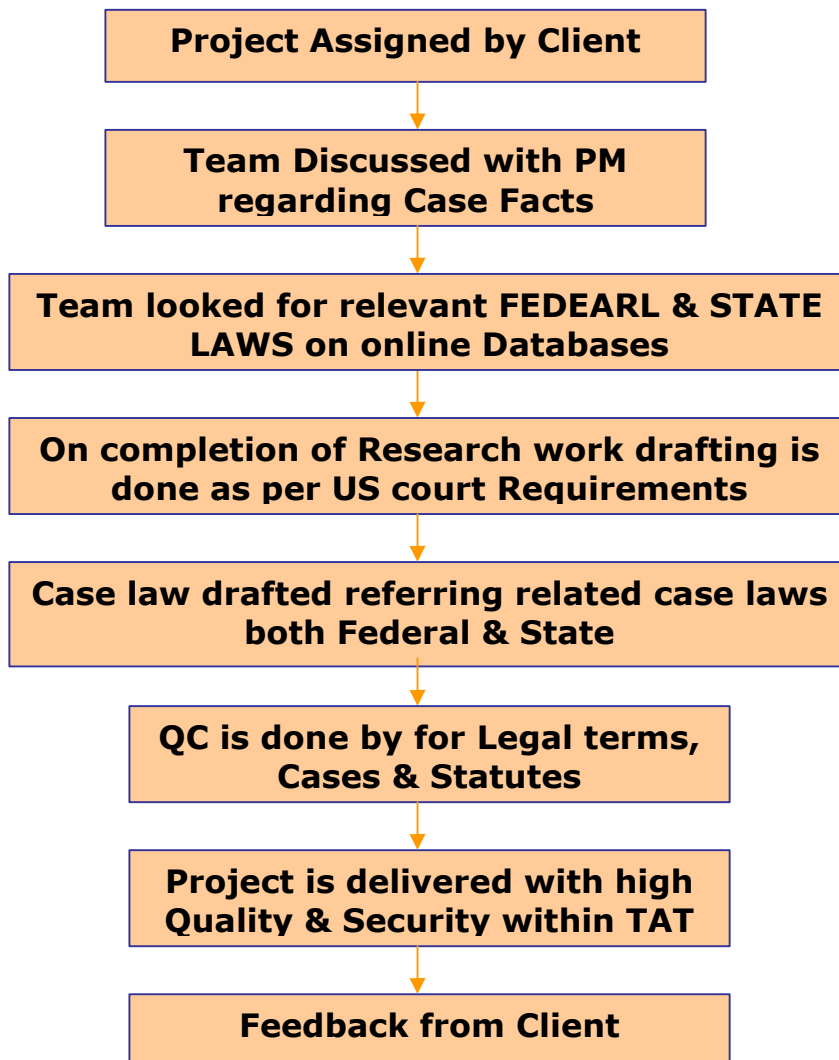




# LEGAL DRAFTING

Litigation being lengthy process requires variety of documents to be drafted and therefore outsourcing of such work reduces the stress & load from in house lawyers so that they can focus on higher value work besides outsourcing offer significant cost savings.

## PROCESS

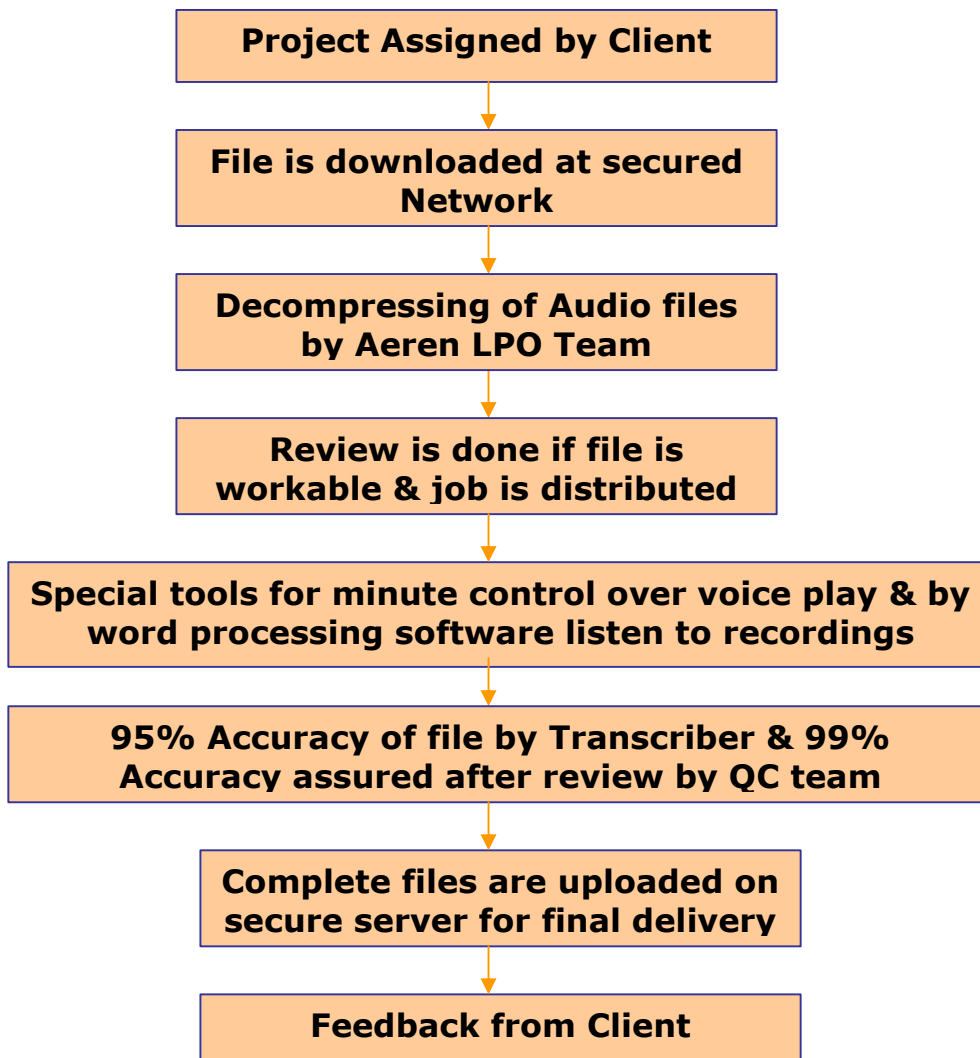


# LEGAL TRANSCRIPTION

The Legal and confidential information dictated by practicing attorneys, arbitrators, officials, etc., transcribed by our experienced and trained Legal Transcriptions in legal terminology. **Aeren LPO** combines its knowledge of the legal community and Transcription expertise to give you the best product available: a clean transcript with a quick Turn around Time.

The most common type of legal transcription work involves transcribing audio files (of almost any type of legal proceeding) that are sent to transcriptionists (either companies or individuals) in a digital format by attorneys or law firms.

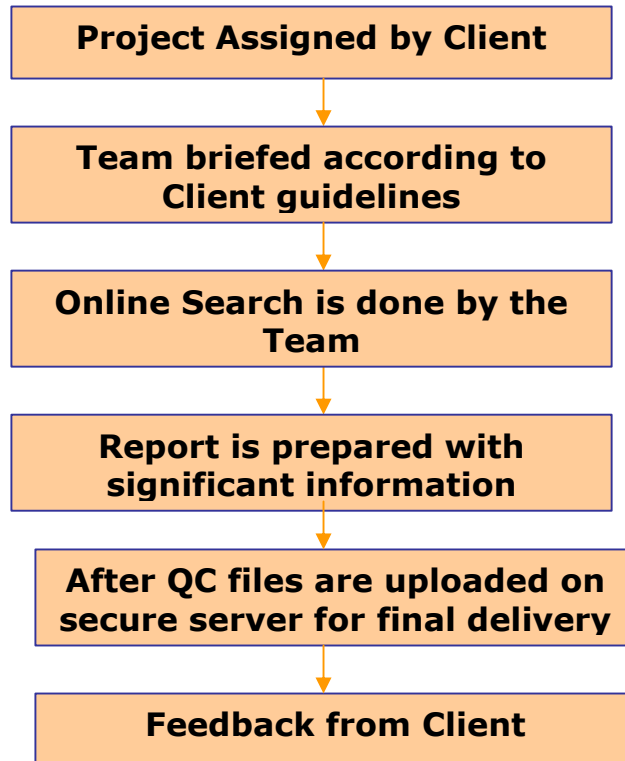
## PROCESS



# IP SERVICES

**Aeren LPO's** Intellectual Property practice group delivers superior quality Intellectual Property services that ensures protection of intellectual property and minimizes the potential litigation, if any.

## PROCESS



# QUALITY CHECK

“Quality is integral to our operation excellence & our Quality philosophy is a tangible expression of one of our core values”.

Following is the accuracy percentage Aeren LPO provides to its clients:

SERVICE	RELEVANT INFORMATION	LANGUAGE	GRAMMER	PUNCTUATION
E-Discovery	99.9%	100%	100%	100%
Document Review	100%	100%	100%	100%
Deposition Summaries	100%	100%	99.9%	99.9%%
Contract Review	100%	100%	100%	100%
Contract Drafting	100%	100%	100%	100%
Due Diligence	100%	100%	100%	100%
Legal Research	100%	100%	100%	100%
Legal Drafting	100%	100%	99.9%	99.9%
Transcription	100%	100%	99.9%	99.9%
IP Services	100%	100%	100%	100%

# CONTACT INFORMATION

VISIT US AT: [www.aerenlpo.com](http://www.aerenlpo.com)