

LITIGATION CODING

Litigation coding commonly refers to the process of creating summary or keyword data from a document. They are mainly used in the legal profession for the purpose of creating a quick-search index or database of documents to be used in litigation.

OCR (Optical Character Recognition) is a tool used to code huge volumes of legal documents. Whenever we scan any document it is always saved only as an image file and so we cannot edit it. But with OCR it becomes possible to scan a printed document and directly transfer it into word-processing software like MS Word and then edit it.

An outsourcing partner that provides litigation document services generally helps attorneys, legal concerns and advisors. The service provider manages data for these professionals. To be useful, such information must be customized to suit client preferences.

The record in any database has to be coded and indexed so that data can be easily and quickly retrieved whenever required.

A litigation lawyer knows the laws that operate for his protection and to enable him to practice litigation in the socio-culture of checks and balances. He is a professional, and there is no excuse for his ignorance if found culpable. Alternate dispute resolution consists of mediation or arbitration before a neutral party approved by both the association and the member. Mediation consists of a process whereby the neutral party tries to persuade both sides to reach an agreement.

A recurring theme in Microsoft's veiled threats is eerily similar to the now near defunct SCO -- bombastic claims are not being public vetted. Microsoft is very closed lip about what specific patents are allegedly being violated and how. It has become necessary for the legal support professionals to learn newer skills as technology develops and changes. The litigation support person has the responsibility and challenge of collecting and reviewing electronic evidence that are

stores in computers and servers. It is not sufficient that an electronic discovery expert just extracts data from computers. Attorneys and the parties involved in any legal case have to decide even at the outset the file format in which evidences can be presented after considering the preservation of the chain of evidence. There are many available e-discovery tools that are used to annotate documents, classify etc.

The public may have wrong impression on your business although you were able to win the case - Most of the times; people will choose to believe negative criticisms or bad issues rather than the decision of the court acquitting a company of any fault.

As part of their duty to protect the public from incompetent and unethical lawyers, state bar associations publish summaries of discipline proceedings in their professional magazines and journals. But what happens if their accounts contain false or misleading information?

Case citations are used by the common law countries to find the location of past court cases. The citation standard varies from country to country. Following is a list of citation standards used by the respective countries. We conduct research on industry standard private databases as well as public domain databases to provide research support to your team of lawyers to win/defend litigation or to provide counsel to clients on complex issues.

Litigation coding services include

- Physical/Logical Unitization/Logical Document Determination (LDD)
- Bibliographic or Objective Coding
- Subjective or In-text coding
- Full text capture through OCR and manual review/editing
- Bates Capturing at Page Level and Document Level
- Foreign Language Bibliographic Coding & Unitization

Other Litigation Coding related services

- Redaction and Bates Stamping services
- Image Conversion Services (PDF to TIFF, Multi Page TIFF to Single Page TIFF etc)

DOCUMENT CODING

Document coding is the process of establishing the objective and subjective coding of a document or record. We are currently coding real state courthouse agreements based on the below mentioned fields:

1. Grantor
2. Grantee
3. Political Subdivisions (Section, Township, Range, 1/4, Government, Lot, Abstract Name, Abstract Number)
4. Volume
5. Page
6. Block / Building / Subdivision / Town Home / Condo Name
7. Document No. or (Reception No.)
8. Acreage
9. Legal Description
10. Document type
11. Related document: Volume / Page
12. Date of Instrument
13. Recording Date
14. Notary State
15. Notary Date
16. Term of contract

Upon the completion of the coding process, we index the images by 12 different fields representing things such as book and page, document type, date, legal description, etc. We also convert the legal descriptions to plat for future use in GIS applications in automated fashion. The index with legal description allows us to

create an automated process that generates a GIS polygon for each parcel or tract seamlessly.

LITIGATION DOCUMENT CODING AND INDEXING

Discovery Law Proposes Domestic and Offshore Litigation Coding Services for ensuring high Quality and Clients Satisfaction, Electronic Discovery is process in which electronic data is sougthed, located, and searched with the reference contains using the evidence in civil or criminal legal cases. It also works through Offline on connecting to networks. Court orders and Government sanctioned are also managed by E-discovery by obtaining critical evidences. Our company uses electronic discovery tool for intensive documents in many cases. All type of data's are saved as evidence in the process of electronic discovery such as text, images, calendar files, spreadsheets, databases, audio files, animations and websites. It gives rise to legal, political, security, constitutional and personal privacy issues

Extensive trainers and experienced unitizes, coders, quality-control is forced to work on Clients projects for accurate results, delivery at time and for their satisfaction. Providing Checklists for Litigation Document Coding and Indexing:

Image Tallying for Bates Sequence Check

The Image ID Numbers are the unique identifiers for each page of each physical document. Every page should have a Image ID Number. The Beginning and Ending Image IDs set the boundaries for each unique document. If the document is one page, the Beginning and Ending Image ID are the same.

Special Instructions

1. Exact Duplicate should unitized as one document
2. Table of contents should be unitized as one document
3. Attachment for Agreement & Report type of document should be kept as single document

4. Attachment for Legal type of document should be split with attachment range

Logical Document Determinations

Logical Document Determination ("LDD") – the logical unitization of document and attachment boundaries - is captured during the Coding Process prior to objective coding. At this point all documents have been imaged capturing physical unitization at the "Binding Element" Level. Document unitization is one of the most critical decisions document coders make. Determining document unitization is deciding which page begins a document and with which page it ends.

Document composition is based on two major premises:

1. Each database document should accurately reflect the author's or file organizer's intent.
2. No data should be hidden because of a document composition decision.

During the LDD process, five fields are captured or defined:

BEGDOC – Captured during the Imaging/Scanning process, yet the Document Breaks are not defined until LDD is completed.

ENDDOC - Captured during the Imaging/Scanning process, yet the Document Breaks are not defined until LDD is completed.

BEGATTACH – All Logical Attachment Boundaries are captured during the LDD Process prior to Full Bib Coding. Attachment Boundaries are defined by groups of documents that are related to one another or any stand alone document transmitting or attaching documents that follow.

ENDATTACH - All Logical Attachment Boundaries are captured during the LDD Process prior to Full Bib Coding. Encloses all related documents within the Attachment Range.

DOCUMENT TYPE – A Document Type best describes the type or category of document. For instance, Letter, Memo, Contract. Please refer to the Document Type list at the end of this document.

DOCUMENT DATE - The date field records the primary date of a document.

Bibliographic coding

It is the process of capturing the date, author, recipient, document type, document title, signature and the organization of company name. Thus we build the foundational database to add subjective information of Issues, Summary, and Attorney Notes by our research group coding works.

Quality Control

Quality Control is the process of identifying the wrong entries and removing errors from the coded documents and giving 100% of output of coded information. Our QCs are well trained to ensure the process in enhanced and created titles. We Performs Reliability, Efficiency, Safety and Maintainability. Our QC persons check the data's captured by the coders in types of Document Type, Document Date, Document Title, Authors, Recipient, and Client Information's.

We maintain a database for pointing the errors and rectifying it by a tool produced by our Organization. An auto feedback report is generated on every changes made in the coders file by the QC persons.

Quality Audit

This is the final process checked by Project Manager, Team Leaders, and Quality Assurance Pupils for the project operation. In this process each document are randomly picked and audited for the Accuracy. Our Team is well trained by maintaining a manual performed by us for the specific needs of clients ranging from simple objective, data coding to highly complex multi-tiered subjective coding by a coding tool database.

By good Technical training team, professional and dedicated manpower, easy discussions, well-designed applications, process wise checklists, auto report generations for all process performed by our teams, and firm internal documentation we performs the output 100% for the projects of Clients by checking missing data, name format, name missing, date format, title format, spell check and checking the document types of each documents.

Document Coding Project Workflow

1. Analyzing

When we get the new project our team analyzes the complete documents and the database. We prepare manual for the project necessary for the client instructions for discussing and analyzing the project. We discuss every aspect of Unitization, and document unitization for the fields coded and the data programs to be used for coding are scrutinized. Than the project specific is updated by the QC, Trouble shooters and Team Leaders for the coders to be designed.

2. Scheduling

Project Managers, Team leaders and Quality Management assess and formulates various internal aspects to carry the projects by preparing schedule of allocation of man power and assessments for the project requirements.

3. Training

Our Team has efficiency trainer for the total production of the team. We give explanations on various case issues, possible errors in coding and unique qualities of the new projects. We prepare study manual thoroughly for updating instructions for projects.

4. Trial Process

By reading the manual and thorough discussions over the project we undertake trial process. In this we clarify the doubts of the coders with different categories and

types processed on different documents. On critical issues when the trouble shooter has doubts means, will clarify by the Project manager by interact with the client for getting the necessary instructions for the project.

5. Updating

Team leader will update the feedback on the trial process and by taking discussions among the team members for the production of the project.

6. Checklist

Our team prepares the checklist separately for Unitization, coding, Quality Control and quality control operations for the project specifications. We also maintains checklist at every stage of the document verified.

Document Coding Project Management

- During any project before exhaustive planning must
- Well-trained and experienced group of document coders, unitizes, quality control and quality assurance personnel
- Production Implemented on single or multiple projects
- Big production capacity that can satisfy demanding delivery schedules
- Quality Guarantee – we stand behind our work
- Dedicated project managers who are accessible and responsive
- Experienced production managers in litigation coding

Three stage Quality process - Project specific checklists followed in each stage

- First stage Quality control a page-by-page review in experienced quality control personnel on each document to ensure the correctness of the coded information. Project specific QC checks are performed for identifying the wrong entries. QC personnel are well trained to ensure the uniqueness in enhanced and created titles. An auto feedback report is generated on every changes made.
- Second stage, our quality Assurance personnel verifies all the points in the project Specific QA checklist including bates ranging, data integrity, mandatory fields, all validation, sequence, duplication checks etc. the whole database is thoroughly checked for the correctness and its uniqueness
- Third stage is a final stage of quality process, a team of project manager, Team Leaders and quality Assurance personnel performs the Quality Audit. 10% of the documents from each document type are randomly picked and audited for it's accuracy in all respects

Scanning Services

DESSS Using the Latest Tech Providing Scanning Images or Documents in Houston to ensure the Customers Input Documents in high level Secure, and Confidential too. Our Scanning Service includes Paper Scanning, Large Drawings, Maps, Estate Blue Prints and Engineering Drawings.

We are very familiar in converting hard copy into Electronic File Format and scanned hard copies converted into various types of file format like [TIFF, JPEG, RTF, PDF, DOC, HTML, XML and XGML & Database File.

DESSS having the high-level speed scanners and latest Technology scanners to ensure the good quality of image scanning and high production. Once we completed Scanning process the scanned images digitized and output stored in CD's DVD's or

directly uploaded into Clients FTP location if client required the output in FTP location.

ADDING BATE NUMBERS

In the process Bates Capturing we are capturing the Bate Numbers from the scanned images for our software input support file preparation. These Bate Numbers / Unique Identifiers show the name of the Scanned Images or Documents. These unique ID helps to identify the pages / documents easily. Once we captured the Bate Numbers we are doing double check before loading into the software application.

Reading Case Manual

DESSS having the expert Legal Team for preparing the In-house manual from the instructions of the case manual from the client. Before preparing the In-house

Manual we are discussing with our quality certifying executives. We have a forum to ask queries' to the specific client. And our trouble shooting team updating the queries reply to our coding technicians. We are asking confirmation for each and every document to our QA team by using In-house Confirmation Forum.

DESSS team got the confirmation replies from clients we are starting the final checklist to check the data's in our output final. So our experts help our team to bring the consistency from the beginning Process onwards.

Logical Document Determination

This process having two Types in our DESSS

GRADE "A": DESSS Experts fixing the document boundaries and also the Documents Relationship [Attachment Range] in the unitization process.

GRADE "B": DESSS Technicians fixing only the document Boundaries as per the client Relationship attachment range

In this process we follow the client instructions manual to doing the project with Grade A or Grade B

Our Experts are going through line by line to know the keyword attachments and also read the full contents to know the actual theme of the documents to find the next relationship document. We have a process that unitization and its verifying by the more experience people's before uploading for coding.

The attachment range of the document is shown by two ways that's:

- Begin Bate - End Bate - Beg Attachment - End Attachment
- P / C beside the Doc IDs P = Stands for Parent & C= Stands for Child or Attachment Document

As per the Client Required Output format database will be designed.

CODING PROCEDURES

The Unitized images are converted into documents by using DESSS Software this software fixing the sequence Document Identification Number for each and every document with prefix as per the Client Requirement. Before starting the coding process we have a discussing with coding technicians and Quality Analyzers.

Once we completed the discussion about the client specifications and query reply's. We are providing the individual specification Manual for our Technicians. This manual helps our coding Team at the production Floor and also we have a electronic Online [LAN] Manual too.

This Electronic Manual displays the specific instruction regarding the project at the time of technicians capturing the data for the specified Field. Our Coding Technicians go page by page and read the full content of the document and capturing the relevant data for the specific field. We have a advance process that's online quality control. This helps to bring the consistency from the beginning process from our technicians. Our trouble shooters always in roaming in the

production floor to clear the doubts and giving the instant updates which they getting from the quality auditors.

Quality Check

Once the coding procedures completes the coded documents are checking by our quality controllers with 100% of accuracy checking. This process brings the data with framed structure and error reports are generated for the feed back instructions to our coding technicians once we give the feed back this helps us to rectify the same errors in the next batches onwards.

Final Quality Check

After completed the 100% QC Process for each and every documents the whole documents from the specific location is to be merged and we are doing some logical checks and checklist updates that as follows for the corresponding projects:

BATE Checkup: From the Bates we have to check the logic that's the next bates number should not exceed the previous bates, sequential Document ID Checkup's, Page Count Checks. These Checks are using by the Excel formula Created by the DESSS. These Checkup's ensure that the Database haven't any missing and also if their any Additional pages [or] Documents.

We are doing some technical checkup for the date field and we are checking the logical dates for the each document and we are confirming the null Date documents before delivery the database to client.

In DESSS we are including one additional process that's predispatch in this process we are having the checks like type with title consistency and also title verses type consistency. We are importing the whole title database and checking the words consistency and connecting words character sensitive and miss spelling. we are using micro spell with US dictionary installed to run the spell checks for the complete database. We are checking the names consistency names occurrence checkups. In this process we are importing the whole Author, Recipient, CC/BCC

Names in Excel sheet and using epsilon software to find the unique count and bring the name's consistency and Interchanged names, replacing the error names with correct name from the specific documents.

After completed these all checkups for the whole database the copy of the database will be provided to our QA Peoples to prepare the Quality Assurance report generation. And the Original copy is to be converted into client-required format and uploaded into our client FTP location and intimate through mail also. Our Quality assurance report also sending for the corresponding clients order if clients are requiring.