

Managing document review with a global approach



6+
years of
experience, on
average, for
reviewers

23%
of current
document review
clients have had a
relationship
with Integreon for
8 years or more

3.0M+
documents
reviewed
annually

Have complete confidence in your document review.

When faced with litigation, arbitration, investigations or due diligence, there are many unknowns. Your document review process and cost shouldn't be one of them. Corporations and law firms around the world choose Integreon as their go-to document review partner.

Global scale

With 3,500+ employees in the US, UK, and Asia/Pacific, Integreon can handle any size review project, anywhere. We can deploy onshore, offshore, or multi-shore resources using a "follow the sun" model to meet your deadline and budget needs.

Integreon's range of review services include:

- First and second level review
- Audio, media and chat review
- Redactions—PII, GDPR, HIPAA, privilege, not relevant/non-responsive, confidential, and commercial sensitivity
- Privilege review and privilege log
- Objective coding
- Witness and deposition preparation
- Chronologies, summaries, and dramatis personae
- DSAR review and redactions
- Hard copy review

Consistent quality

With more than 20 years' experience, we have a proven process for ensuring accurate, reliable results. Our dedicated quality control (QC) team provides three levels of controls and checks to ensure guaranteed accuracy and consistency, regardless of the project type or size.

Deep expertise

Integreon's document review professionals have deep subject matter expertise in a wide range of specialized fields for jurisdictions worldwide. They understand the nuances of specific regulations and industries, enhancing their ability to capture all relevant documents.

Technology

Analytics and technology play a significant role in our review process and our teams are trained and familiar with advanced analytics features such as email threading, predictive coding, and continuous active learning. We are technology agnostic and have extensive experience with and are certified on all the main review and analytics tools including Relativity, RelativityOne, and Brainspace.

Dedicated project team

You work with a dedicated Integreon Project Manager and review team that learns your business and priorities. This helps ensure consistency, accuracy and efficiency, saving you time and money. Regular reviews ensure your Integreon team is aligned with your goals.

Flexibility

Our consultative approach to document review ensures that each engagement is tailored to meet the specific needs of our clients and each matter. This includes determining best fit and best ways to leverage technology options to build efficiencies and cost savings.

We offer three flexible delivery models:

- **Managed review:** our review managers manage the reviewers and entire review process
- **Supervised review:** we provide the management of the reviewers, but the review process is managed by another party
- **Staffing:** we provide contract attorneys and paralegals with oversight done by requesting party

50+
languages

3
continents

3500+
employees

Predictable cost

Flexible pricing options such as per doc and blended hourly. Over the course of thousands of review engagements we have the experience required to accurately predict project scope and resources required to get the job done. With Integreon, you avoid costly surprises.

Privacy and security

Privacy and security are paramount. All reviewers undergo exhaustive background checks, with periodic updates. We offer Integreon Citrix, a secure virtual environment maintained and hosted by Integreon in the location best aligned to the review team. Integreon Citrix includes:

- Detailed reviewer activity logs
- Use of best practices security configurations including data encryption at rest
- Prevention of informational artifacts (cached documents, search terms, and custodian's names) from being downloaded to local computers
- Data transfer prevention, USB capabilities disabled, screenshot, snips and copy/paste prevention, and reviewers cannot print from within the secure environment
- URL restrictions and multi-factor log-in authentication
- Anti-malware protection
- O365 email designed to restrict any outbound email and only to those domains/ email addresses specified. Also, reviewer O365 email and Microsoft Teams access is restricted to within the Citrix environment
- Daily removal of data
- Preventative measures against photo capture using water marking depicting users name, date, and time of session

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Client profile	Business challenge	Integreon solution	Location	Volume of documents
Fortune 50 bank/ financial services	Multiple regulatory investigations and litigations	TAR, audio and foreign language	London	3 mill+
Fortune 50	Multiple regulatory investigations in multiple languages	TAR, audio and redaction	London, Austin, NY, Mumbai, Noida and Manila	10 mill+
Fortune 100 corporation	Internal investigation	TAR and hard copy; deposition prep	London and Mumbai	1 mill+
Magic Circle law firm	Multiple projects in multiple languages	TAR and foreign language	London, Austin, NY and Mumbai	6.5 mill+

Case study

Client

One of the world's largest banking and financial services organizations.

Project

First pass review for an internal investigation.

Approach

A dedicated Integreon document review team analyzed for relevance and issues 10,000 documents.

Outcomes

Recognizing that the review team had a deep knowledge and understanding of the documents and the custodians, the client requested that the team create a chronology based around key events. The client's legal team used this to inform their investigation focus and strategy.

Learn how Integreon can help your organization do more and do it better.

Contact us today at info@integreon.com or visit integreon.com.



Integreon is a trusted provider of legal and business outsourced services to corporations and law firms worldwide. Through our global delivery centers, we provide expert support for a range of legal, regulatory, creative design, and administrative needs, with a proven ability to transform our clients' business performance.