



# TaurusQuest

Growth. Of course.

# Outsourced Legal Services

*High Quality. Low Cost.*



TaurusQuest is **ISO 9001:2015** Certified for quality management and **ISO 270001:2013** Certified for information security management in providing outsourced services in managed business processes.



✉ [enquiry@taurusquest.com](mailto:enquiry@taurusquest.com)

☎ 1 800 916 5925

💻 [www.taurusquest.com](http://www.taurusquest.com)

Let us manage the supportive processes of your legal services so you can improve quality and turnaround time; make significant cost savings and focus on increasing the number of your clients.

Large law firms and in-house legal departments of Fortune 500 enterprises have enjoyed the benefits of outsourcing (quicker turnaround and lower costs) with success for quite some time in the United States.

On the other hand, small and midsize enterprises and law firms have just begun to outsource legal work to enjoy the same benefits (of quicker turnaround and lower cost) that larger entities have enjoyed thanks to:

- Wider availability and lower cost of technology needed to outsource legal work and
- Arrival of a new breed of vendors addressing the unique requirements of small and midsize enterprises (or law firms)

## Pressing needs of the US Law firms

Law firms in the United States can stay competitive and grow business only if they are able to keep costs competitive and meet tight deadlines without reducing the quality of service that consumers of legal service have come to expect from lawyers.

Several law firms have discovered that it is easy to handle a substantial part of the work in a law firm on a “minds on hands off basis” by outsourcing it to professional service providers. Service providers in other time zones are able to turn around work so that it is ready for you when you arrive at your desk in your morning. Costs in global locations are competitive.

Quality of service is not compromised since the bulk of the work outsourced is of a nature that can be done by:

- Streamlined processes
- Lawyers in global locations instead of paralegal staff in home office and
- Subjected to a quality review that takes a tenth of the time it takes to do the entire work

TaurusQuest provides these services that are specifically designed to meet your needs, save costs and deliver consistently high quality output to your clients.

## Can legal work be outsourced?

It is easy to outsource certain types of work including drafting, discovery, coding and research.

A safe and private network can be set up between your enterprise or firm and an outsourced service provider around the world for the price of an internet connection to your local ISP and a high quality firewall.

Most of the standard software applications enable multi user collaboration.

Lawyers in an emerging economy like India are fully familiar with your laws and have several years experience in doing legal work for law firms and in house legal departments of large corporations in US.

As costs are far lower, outsourced service providers tend to deploy lawyers for even paralegal work too. This “higher competence” is one of the major reasons for superior quality of work.

## Why outsource legal services?

1. Quality of work increases:

Outsourced service providers typically tend to have two advantages. Large volumes, stemming from aggregation of business from various clients, makes

- investment in technology feasible and
- acquisition and efficient utilization of competence and capacity possible.

This results in a significant improvement in quality of work.

2. Costs are reduced by at least 50%:

As a law firm, you could improve the “profit per partner” significantly enabling you to retain star partners in your practice. As a business enterprise you could reduce the spend level of your in house legal department or handle thrice the work for the same spend level.

3. Turnaround time is quicker:

Our delivery centers work during your night time. Work left with us the previous evening is completed and available to you when you arrive in the morning.

## TaurusQuest Outsourced Legal Services

TaurusQuest provides high quality legal services at affordable cost to US law firms. We bring over 5 years of experience delivering legal services to our clients from our delivery centers in Chennai, India.

Our legal services offerings represent a framework of end-to-end services, as well as specific paralegal tasks that US law firms can entrust to us.

## What work can be outsourced?

Any work that can be done without requiring face-to-face interaction with clients or physical presence in a court of law can be outsourced. Some of the examples of work outsourced by bigger corporations and law firms include:

### Contracts

Drafting  
Review  
Management

### E – Discovery

Determination  
Extraction  
Analysis  
Production

### Litigation Support

Drafting  
Review  
Analysis & Coding

### Research

Legal Research  
Business Research

# Services Offered

We offer the following legal services to law firms and to in house corporate counsels.

## 1. CONTRACT DRAFTING, REVIEW AND MANAGEMENT

We prepare first-cut drafts of contracts that are fit for purpose by using:

- Standard templates that conform to your house style and
- Unique variables relating to each contract

Your lawyers would still be in control over the quality of the draft and enforceability in courts of law without having to log expensive time in preparing the first cut draft.

Our lawyers would analyze your drafts, prepare standard templates and develop the variables unique to each contract including “inputs” that fill the blanks (like names and addresses of counterparties) and a checklist of “clauses” that you might require to be added to address the unique requirements of each agreement.

Your lawyers need to provide the variables and the checklist of clauses they desire to be added or removed.

Our lawyers would prepare a draft that conforms to your house style and is fit for purpose; review for clarity and enforceability of terms and transmit the first-cut draft for your review and modification. Our clients have experienced a rapid reduction in the time they need to spend in finalizing a contract as we work together.

We can handle a wide variety of contracts for:

- Corporate & Securities
- Employment law
- Property Law
- Trusts and Estates

We can maintain the templates on an ongoing basis to incorporate all learning and cascading changes desired.

We can manage your contracts by maintaining a comprehensive database of all your contracts to provide:

- Contract information (Purpose, Period, Entities, Addresses, Counsel, Validity, Termination rights, Applicable law, Jurisdiction etc)
- Summary of terms
- History of notices

We can summarize all obligations and covenants (to facilitate compliance) and all rights (to enforce compliance).

## 2. LEGAL RESEARCH

We conduct research on industry standard private databases as well as public domain databases to provide research support to your team of lawyers.

Our research support includes:

- Statutory Research
- Case Law Research
- Research in State Policies and Regulations
- Medical Record Research
- Public Record Research

## 3. LITIGATION SUPPORT

Our litigation support services include:

- Drafting Pleadings & Motions
- Preparing Legal Forms
- Case Research
- Deposition Summary
- Managing Case Files
- Court Filings
- Review
- Analysis & Coding
- Secretarial

to help your lawyers focus on successfully winning or defending causes.

## 4. E-DISCOVERY

Rapid discovery of useful documents stacked up by case issue and priority (out of millions of pages) is essential to increase the probability of winning a case. Time taken to acquire analyzed and stacked documentary support is more important; and the cost to get this done is a close second.

We help your lawyers to stay focused on winning the case by providing discovery management support.

Our services include:

- Understanding case issues and priorities
- Determination of collecting strategy
- Determination of work processes to speed up and yet not miss out on collecting documents
- Quick focus on most useful documents by continuous elimination of irrelevant items
- Quick analysis of documents for materiality, relevance, confidentiality and privilege; rapid automated codification and validation
- Quick production of documents to facilitate rapid internalization and access

We can work with your proprietary document discovery management system or any standard off-the-shelf solution including ConcordanceFYI™ and CaseLogistix™.

In spite of increasing popularity of e-discovery, physical paperwork has continued to stay. We help your lawyers by reviewing physical paper documents and codifying them for rapid prioritization and access.

We pride ourselves on and measure our success by reducing your attorney's document review time and cost.



## Benefits of working with us

### REDUCED OPERATING COSTS

You can save up to 60% of your operating costs through outsourcing.

Competent legal professionals from TaurusQuest are available at a fraction of the cost of US based resources.

### REDUCED TURNAROUND TIME

You can take advantage of time zone differences to get work done faster. Leave your paralegal work at the end of your work day, we will complete it and ensure it is ready for your use the next day.

We can also work out an engagement model where our legal professionals are available during your work hours to work in coordination with your team.

### FOCUS ON YOUR CLIENTS

When you reduce the turnaround time to produce documents, you have more time available to focus on your most important asset, YOUR CLIENTS!

## Why use TaurusQuest?

Successful outsourcing depends on the right choice of an outsourced service provider.

We have several years experience in serving small and midsize enterprises and law firms. We understand your needs:

- Personalized service to your clients
- Flexibility in meeting varying requirements
- Minimum upfront investment, and
- Quick realization of benefits

Each business/firm has its own DNA for handling legal work. We will conform to this DNA to reinforce your enterprise/firm's unique selling proposition.

## Can a small law firm outsource?

We can accommodate any size organization from small to large, you will be extremely satisfied with the services provided.

## How much would it cost?

We offer either:

Dedicated legal professionals (from a fraction of a resource to as many as you want) on a full time basis and charge you a "time based price"

or

Service on a "full responsibility" basis and charge you a "document based price" after we have an understanding of the complexity of work and the average time taken to do the work.

Upfront investment is minimal to secure your network. You need to provide us access to your preferred discovery management or document management system.

**We would take care of the rest.**



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