

DOCUMENT REVIEW

in five easy steps

1

IDENTIFY YOUR REVIEW SET

- We collect, scan and/or process documents to be searchable and formatted for review
- Remove any “junk” files
- Apply custodians, date ranges, search terms and file types to refine your review set

2

DEFINE YOUR REVIEW OBJECTIVES

- We'll give you a template to outline the criteria needed to assess the documents:
 - What are the facts of your matter?
 - Who are the main parties/people involved?
 - What issues are relevant?
 - What is covered by privilege?

3

ASSEMBLE REVIEW TEAM

- From our roster of 250+ document reviewers, we will curate an experienced team best suited to your needs, considering the subject matter, complexity and any other factors such as language requirements

4

ESTABLISH AND COMPLETE REVIEW WORKFLOWS

- The team will review and code the documents identified in Step #1 according to the instructions provided in Step #2

5

CONDUCT QUALITY CONTROL

- The most senior review lawyers on the team will carry out our ISO-certified quality control measures
- Your Review Manager will send you updates on the progress of the review, stats on the documents coded and how those numbers break down in terms of relevance, issues and privilege

Intelligent Review from Ricoh is an analytics-driven, systematic approach to document review that provides insight, transparency and cost-control over your matter. We work directly with your team to customize a review solution that will meet your unique requirements, regardless of the size of the case.

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