Altlaw

2024 Brochure

eDiscovery | Managed Services | Document Review | Hardcopy Production

About Altlaw

Altlaw is the UK's leading independent electronic discovery service provider, offering specialised products and services, coupled with proven and defensible techniques and expertise.

Founded in 2004, Altlaw works with its clients to dramatically speed up the process of identifying, reviewing and managing relevant data files. Altlaw provides cost-effective, expert eDiscovery services to a broad spectrum of clients across diverse projects, covering both private and public sectors.

Our focus is to provide techniques and processes which allow our clients to make better-informed decisions at the earliest possible stage in the litigation procedure.

Our mission is to help our clients save money by reducing document populations and making review more efficient.

Meet the Team

Matt Altass
CEO

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COO

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Director

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Director

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Hardcopy Director

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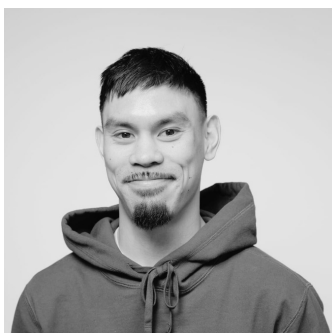
Alex Mendoza
Business Development
Manager

R-Jay Villenas
Head of Sales

Why Choose Altlaw?

- UK's Leading Independent eDiscovery Service Provider
- Fluent in every facet of electronic discovery
- Expert project support 24/7
- Proven, defensible techniques and tools
- Security – Secure City Premises and ISO27001 certified Tier 2 level co-location data centre

- Speed – Our offsite fully virtualised data centre is capable of processing multiple TB of data per day
- Responsiveness
- Competitive, predictable pricing
- Established, proven and trusted

Hybrid Working Capabilities

At Altlaw we fully appreciate the need to facilitate both in-office and remote working. As an Altlaw client, your preference is always taken into account when deciding whether a review is to be office-based, hybrid or remote.

Supporting Remote Working

With the recent introduction of 2-factor authentication to the RelativityOne platform, it has never been easier to support secure and effective reviews in remote working situations.

Alongside the setup of 2FA, there are also several other criteria Altlaw sets out for reviewers working remotely to ensure that the integrity and efficiency of the review are not compromised by the flexibility of the working environment.

Strict checks are run on remote working environments and internet speeds and reviewers are required to download antivirus software and possess up-to-date software on their laptop or desktop computer.

Hybrid Working

We always recommend a hybrid working model over a fully remote working model whenever possible, as direct contact time with project support and our review managers can be extremely beneficial for both the reviewers and the project leaders.

However, projects that begin as hybrid working models can be transitioned to 100% remote once reviewers become familiarised with the issues and the team leads/managers become better acquainted with the team and each other if that is what is needed. We find this to be quite an effective way of ensuring a smooth running remote project.

eDiscovery Solutions

Our expertise, combined with leading-edge technology, allows us to identify and manage data throughout the litigation life cycle.

Information as an Asset

Electronically Stored Information is a crucial litigation and investigation asset. Our expertise, combined with leading-edge technology, allows us to identify and manage data throughout the litigation life cycle.

Forensic Data Collection

Once Electronically Stored Data is identified and located, it must be extracted in a way that preserves its forensically-defensible integrity, including all Metadata. This can identify the author and time of creation along with its edit history. Inadvertently spoiling the potential evidence trail is an easy problem to create; however, our worldwide deployable experts have the experience and knowledge to advise on, and recover data intact for disclosure in litigation, compliance and other investigations, backed up with full Chain of Custody and a defensible expert witness statement.

Our Technology Partners

Altlaw partners with industry-leading technologies which enable us to process and host huge volumes of data. Our clients have access to three recognised and renowned industry-leading litigation platforms.

Relativity one   nuix   Cellebrite

Document Review

We expertly manage the first pass document review for litigation, regulatory investigation and compliance matters.

## Document services that save you time and effort

At Altlaw, we understand that the key to your firm's success lies in the efficiency of time, cost and resources. We allow your legal team to focus on their high-value casework by expertly managing the process of first-pass document review for litigation, regulatory investigation and compliance matters. Being of critical importance, managed document review can be one of the most time-consuming and costly aspects of eDiscovery. To help your firm overcome this issue, Altlaw will eliminate the stress, costs and effort involved in hiring and training review staff and infrastructure set-up.

Flexible approach

We understand that each project is different and that each of our partners has their own individual requirements. We are flexible with our approach so our level of involvement can be as much or as little as you need. This ensures that you are always receiving the most appropriate service. Do not compromise the quality of your document review process to meet tight deadlines or to stay on budget. We manage it all, with the highest quality at the lowest possible price.

Predictable costs

From our secure premises in London, Altlaw Managed Review will provide predictable and proportionate cost models, as well as manage review teams of solicitors and paralegals. We produce timely progress reports and metrics, automate workflow and implement quality assurance checkpoints.
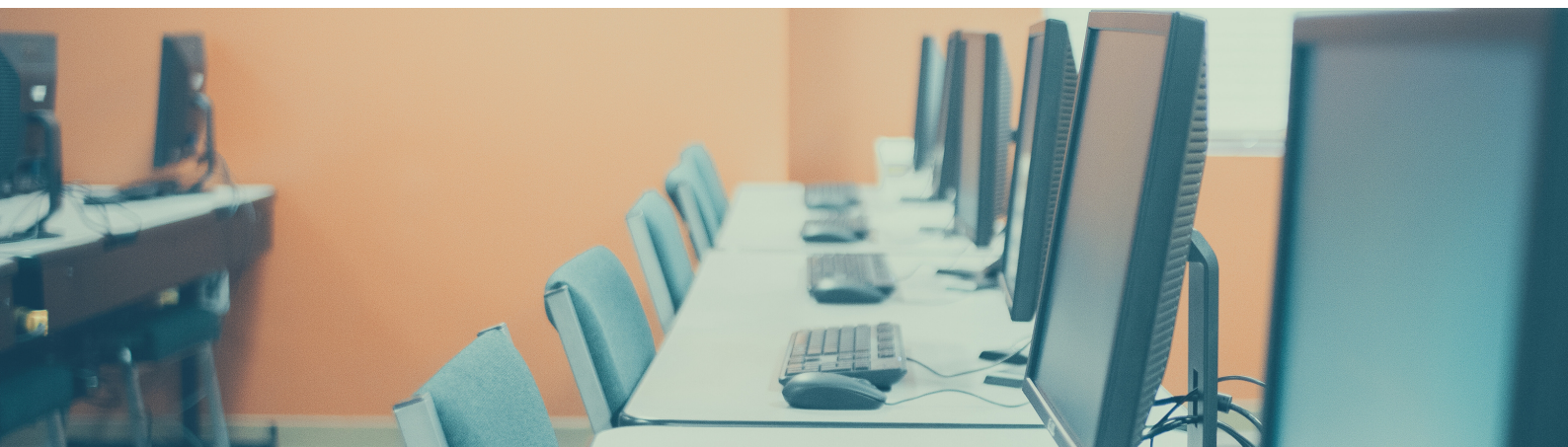
Public Sector

We work with multiple government bodies & regulatory agencies on both a project-by-project or private contract basis.

Government / Public Sector agencies face a multitude of additional challenges to the eDiscovery process when compared with privately-owned organisations, challenges that can make procuring reliable and robust end-to-end services that much more difficult.

End-to-end solution

Altlaw eDiscovery has the capability to execute and manage the entire eDiscovery process from collection and hosting, right through to review and trial presentation. This ensures the integrity of every project from start to finish, as no data ever leaves our secure environment, and allows for a single point of contact with centralised billing.

Staying ahead of the curve

At Altlaw, our dedicated Innovation Group continually strives to keep us at the forefront of technological advancement within the industry, thus the increasing volumes and varieties of data now found in our constantly changing data landscape are well within the capabilities of our team and our technology.

Government Framework

As members of the Crown Commercial Services Framework, we have had the opportunity to work with many government and public bodies. This has enabled us to develop a deep understanding of public matters and create bespoke workflows to suit the nature of these projects.

Managed Services

Altlaw can provide eDiscovery as a Managed Service, either at the client's site or at our certified co-location Tier 2 data centre, significantly reducing the risk, expense and resources required to operate an in-house eDiscovery capability.

Private Cloud Environment

Altlaw can provide and manage a dedicated and quarantined private data hosting environment for individual clients in our certified co-location data centre. Altlaw can provide and maintain all of the required hardware infrastructures to provide for a scalable usage model, and flexibility in data processing and review software options within a constantly managed secure network.

Client Facilities Management

Altlaw can maintain and support a client-based eDiscovery solution. We can either deploy a bespoke solution or maintain and improve an existing system, with the option of having a client site technical presence. We provide full integration with client's systems, and staff training programs, with flexible resources allocated to cover client staff shortfall or leave.

Benefits of our Managed Service

- Flexible or fixed pricing options are available

- Cost predictability

- Dedicated Project Managers

- Training and educational sessions are regularly scheduled

- Project initiation meeting for all matters to ensure optimal workflows

- Managed platform updates

- Reduced costs of minimum knowledge requirements

Hardcopy Production

We carry out your critical support tasks, ensuring you are spending your time and budgets in the most efficient way possible.

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Photocopying

Our photocopying services are fast and efficient, perfect for organisations in need of reliable and consistent service. No job is too big or too small. We have the capabilities to take on even the largest of photocopying tasks as we can reproduce documents in huge volumes while meeting exceptionally tight deadlines. This is made possible due to our top-of-the-range facilities and print room, comprised of fast, networked high-volume machines as well as smaller digital machines that are ideal for complex glasswork-type jobs.

Our print room is open 24 hours a day, 7 days a week, meaning we are never off the grid and you can rest assured, knowing your documents will be with you at the earliest possible time.

Our strict procedures ensure that each job is carefully managed from pick-up, inventory, time-assessment, production and quality checks through to delivery.

Scanning

We offer cost-effective scanning solutions for you and your business. We capture any size of document while maintaining the highest quality. Like with any of our services at Altlaw, we act with speed, professionalism and care so you know that you are paying a great price, without compromising on the quality.

Using high-speed, high-volume scanners, large amounts of documents can be captured in multiple file formats, enabling the user to view the files as .tiff, .jpg or .pdf, import the files into end-user Electronic Document Management software, or onto a corporate Intranet/Extranet site.

Data Printing

Using specialist software, Altlaw is capable of printing from data stored on removable media and in online data repositories. We can also organise secure FTP transfer of data for printing. Multiple file formats within complex directory structures are printed in the correct order automatically.

Entire email folders (.pst) and their attachments can be printed with separator sheets displaying the root address of the file/folder or both, enabling the client to easily identify each document. A complete log of the printing job can be supplied with detailed 'fingerprint' information such as creation date, author and root address of each individual document printed. This allows the client to perform a simple cross-check between the printed documents and the disk log.

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