

ShadowCounsel

Services Summary and Methodology

INTRODUCTION

ShadowCounsel brings digital technology to bear on traditional legal assistance. Our services are rooted in the belief that most folks can reap 80% of the benefits associated with a more paperless office at roughly 20% of the cost many pay in this regard (the old 80/20 rule). Moreover, people associated with the legal industry typically want technology tools that are easy to use, get the job done right, work reliably over the long haul, and allow for the seamless sharing of data with others.

With this philosophy in mind, ShadowCounsel combines elite-firm, senior level paralegal experience with document scanning, Optical Character Recognition (OCR), bibliographic metadata coding, and rudimentary electronic discovery services in the most user-friendly fashion at the lowest possible prices for litigators, transactional attorneys, and expert witnesses. If you need solid paralegal help and/or feel as though you're drowning in a sea of data with no way to navigate it effectively, ShadowCounsel is for you.

SUMMARY OF SERVICES

VIRTUAL LEGAL ASSISTANCE

ShadowCounsel can perform many substantive and administrative duties, including but not limited to word processing; proofreading; correspondence drafting; trial, deposition, hearing and other transcript summarization; case and/or document review and analysis; live proceeding preparation such as exhibit and demonstrative graphics preparation; Judicial Council forms preparation; subpoena preparation; legal and Internet research; preparing draft discovery/interrogatory requests and responses; electronic document production; large discovery document management, indexing/tracking, and database administration; privilege log creation and administration; rudimentary electronic discovery collection and conversion; traditional document collection; and the drafting of marketing collateral. ShadowCounsel can serve as a "stand-alone" long-term contract employee, provide temporary assistance on an as needed basis, or consistently handle your work overflow.

Why hire ShadowCounsel as your virtual paralegal?

- No draining overhead costs such as employee benefits, full-time salaries, overtime, vacation or sick pay, office equipment and supplies, and/or other brick and mortar expenses like extra office space.

- No training necessary.
- Use ShadowCounsel on a contract basis when and only when you need staff support.
- Most, if not all, of your work is completed cost-efficiently via encrypted Web platform or e-mail.
- ShadowCounsel's owner, Dave Black, is your one and only virtual paralegal. *I do not delegate or farm out any of your work to other less experienced and quite possibly incompetent remote legal assistants.*

DIGITAL LAW OFFICE SUPPORT

Running out of space? Can't find old files in a hurry? ShadowCounsel's digital storage services can help. We quickly and economically convert any hard copy documents to electronic image format so you can store your paperwork more efficiently and utilize your files more effectively. Paper files are bulky, often misplaced, and costly in terms of maintenance and retrieval. Many companies, organizations and institutions devote entire rooms solely to hard copy document storage. This is an inefficient use of space, time and money. ShadowCounsel's digital file conversion and storage services result in significant cost savings with respect to these issues.

Benefits of a Digital Law Office

- No more fumbling through two-hole correspondence, pleading, and discovery files.
- Bates number and produce documents electronically. Rid yourself of Bankers Boxes.
- Quit hauling binders between home, office, hotel room, and airport. Work wherever and whenever you wish.
- Find relevant information at lightning speed.
- Make more compelling trial and hearing presentations, and be better prepared and organized at deposition.
- Obtain e-discovery straight from folks' computer hard drives when appropriate.
- Goodbye snail mail; hello instant data transmission.
- Substantially cut the costs associated with maintenance, organization, and review of paper documents.
- Archive your client and administrative data in a compact, secure fashion protected from theft and/or natural disaster.
- Mobile devices such as smart phones and the latest generation tablet computers allow you to access digital content anywhere.
- Increase your own efficiency and productivity, while billing your clients directly for case related digital conversion in many instances.
- Going green is good for business, good for your children, and good for the earth.

Digital Law Office Data Processing

- High-speed scanning - The act of taking image snapshots of your paper, photographic, microfilm/fiche, film x-ray/scan and other source media, resulting in perfect reproductions that last a lifetime, can be viewed and stored on your computer, and generated back into hard copy form instantly via your printer whenever you desire.
- Optical Character Recognition (OCR) - The process that renders your images "full-text" searchable, resulting in lightening fast find and retrieval functionality via the freely available Adobe Reader in association with other free desktop search engines currently on the market. The basic OCR option is ideal for document populations of fewer than roughly 15,000 pages.
- Electronic Document Parsing - Breaking files into logical sub-groups. This is typically known as document "unitization."
- OCR with semi-automated bibliographic metadata coding navigable via the free Adobe Reader - Bibliographic Metadata is essentially *data about data* (to cite just a few examples, who authored, received and/or was copied on a given document? What was its creation date? In the abstract, what is the document about?) ShadowCounsel offers objective and subjective field manual bibliographic metadata coding of PDF image format documents. *No specialized software other than the freely available Adobe Reader is necessary to navigate documents processed in this fashion.* The following data fields are coded upon request:
 - Begin Bates
 - End Bates
 - Date Created (Doc. Date)
 - Date Modified
 - Author
 - Recipient
 - CC
 - Title
 - Subject
 - Doc. Type
 - Attachment (yes/no)
 - Filename
 - Keyword(s)
 - Bookmarks
 - Any other fields you designate.
- Bookmarking/Hyperlinking – For data access and navigational purposes within and/or between documents.
- Automated Page Identification - Numerical, text or Bates identifiers.

- Electronic File Organization and Indexing - Whether mirroring, or deviating from, your current hard copy filing system.
- Native file conversion (eDiscovery) - Refers to converting collected electronic data from the format associated with whatever program in which it is created (i.e. MS Word; WordPerfect; PowerPoint; more complex spreadsheet applications such as Excel or MS Access; etc.) to an image format suitable for production in litigation, such as .pdf or tiff.

CONCLUSION

ShadowCounsel provides remote paralegal, digital office, and electronic discovery services at prices among the lowest in the nation through the use of proven, user-friendly technology. We offer an extremely cost-effective means to digitize your archived, administrative and ongoing case files, and can prudently transition you toward a more paperless office approach going forward. Our services also make a lot of sense for lawyers and expert witnesses who personally have no interest in changing the way they work but could use a technologically skilled and experienced virtual paralegal to support their practices in a very responsive, efficient, and affordable fashion. Please consider using ShadowCounsel now and into the future.

Very Truly Yours,



ShadowCounsel
(510) 827-9499

About Mr. Black: Mr. Black graduated from the University of California, San Diego in 1985, earning a BA in Political Science. He received a California State Teaching Credential in 1987 from the University of San Francisco. Prior to founding ShadowCounsel in 2005, he worked as a San Francisco public school teacher, an Intellectual Property Litigation Specialist Paralegal at the Bay Area offices of Cooley Godward LLP (now Cooley Godward Kronish LLP) and Gray Cary Ware & Freidenrich (now DLA Piper Rudnick Gray Cary) and as Project Manager at OnPoint Analytics, an Emeryville-based economic data analysis firm specializing in litigation support for testifying experts. Dave lives in Crockett, California with his wife Norma and son Lucas Clyde.