



Virtual Managed Review

Secure **Virtual** Managed Review

Inventus's agile, strategic managed review workflows deliver maximum transparency and control while lowering overall costs. Inventus's Virtual Managed Review provides peace of mind that work on client matters will be done on time and with quality – no matter what.

Inventus's Virtual Managed Review offering is unique in its flexibility: We can combine remote lawyers with teams working in secure managed review centers, or have entire teams work remotely with the experienced Inventus Review Managers. This ensures:

- Continuity of operations
- Global scalability
- High-quality work product

INTEGRATED QUALITY ASSURANCE: THE AGILE APPROACH

Inventus's unique integrated core team structure ensures a real-time quality assurance process of reviewed documents to unique questions raised and resolved with supervising legal counsel.

“Inventus takes a comprehensive approach to security and controls: From user endpoint devices to physical data center infrastructure, security has been built into the offering using a combination of virtual technologies, hardware, and strict user controls.”



Toni Mohorek
DIRECTOR OF SECURITY



Feedback is documented and incorporated into the review process. This real-time inspection and adaption of work product dramatically reduces the second-level review modifications and results in dramatic savings in time and money, while ensuring usable work product much sooner than traditional methods.

OUR TECHNOLOGY

Secure Virtual Review Technology: Inventus takes a comprehensive approach to security and controls: From user endpoint devices to physical data center infrastructure, security has been built into the offering using a combination of virtual technologies, hardware, and strict user controls.

- **Secure, Multifactor Verification:** Remote managed review team members regularly verify their identity using advanced multi-factor authentication, preventing unauthorized users from accessing any individual account or client environment.
- **Secure User Segmentation:** All remote managed review team members have a unique and isolated remote desktop session, further enhancing security and eliminating the potential for data overlap between users.
- **Private, Secure Data Centers:** Servers hosting client data are located in Inventus's ISO-certified private data centers secured within multiple layers of physical and software controls. Both data centers and servers within the data centers can only be accessed by authorized personnel.
- **Information Security Training and Compliance with Managed Review Remote Standards:** To be eligible for remote lawyer review, Inventus lawyers must complete steps 1-3.

INFORMATION SECURITY TRAINING AND COMPLIANCE WITH MANAGED REVIEW REMOTE STANDARDS

To be eligible for remote lawyer review, Inventus lawyers must:

- 1 Successfully complete and acknowledge Inventus Security Training and Policies
- 2 **Affirm in writing:** Professional obligations of maintaining client confidentiality including location of where remote work will be performed
- 3 Required participation in virtual daily stand ups with the entire review team to discuss team objectives for the day and provide feedback from supervising counsel.

OUR PEOPLE

Attorney Vetting Process

Once identified, any lawyers that is selected for our lawyer roster must:

- Be approved after an interview with an Inventus talent manager
- Provide two-three verified professional references
- Demonstrate that they are licensed and in good standing with the applicable state bar
- Pass a background check process

Attorney Tenure

Inventus leverages our industry-leading experienced lawyers to ensure that if entire teams or portions of team work on or off premises, the institutional knowledge of our Core Lawyer Teams are leveraged on broad scale.

OUR PROCESS

Enhanced Project Management

For all remote projects, Project Managers follow our usual practice to ensure that each review is completed in a timely manner with our standard exceptional quality assurance in accordance with our cost forecast projections. We monitor productivity and quality review teams throughout the project and provide daily updates to counsel and the client. We have frequent virtual meetings with the team to communicate expectations, project status, and feedback from counsel.

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Finally, we will enforce all of the information security requirements listed above. Both leadership and review attorneys follow a strict checklist of responsibilities that include but are not limited to:

- Agreement to work within normal business hours
- Agreement to work minimum hours per week, and not over a maximum
- Compliance with productivity expectations
- Implementation of the Inventus Quality Assurance Process
- Participation in daily virtual meetings
- Consistent monitoring of team communications throughout the day

QUALITY, TRUSTWORTHY PEOPLE

Inventus is a great place to work. Our high retention rate translates into quality work for our clients, no matter where that work takes place. Across all of our locations and virtually, our teams follow the same best practices that we have developed in our 13 years of fully managed lawyer review services.

Since its founding, Inventus has had a singular focus, to provide viable career options for talented lawyers seeking to practice in a different way. Our attorney Talent Managers are central to building a community of like-minded professionals by leveraging networks with former practicing lawyers and their peers within the legal community to highlight a new way to practice law. We hire for our long term roster, not for individual jobs.

LONGEVITY MEANS DEPENDABILITY

2

Average years of tenure for discovery lawyers

4

Average years of tenure for “Core Team” members

7

Average years of tenure for Lawyer Review Managers

10

Average years of tenure for Senior Discovery Consultants