

## LET INOUTSOURCE NAVIGATE

InOutsource takes a lifecycle approach to helping law firms and corporate legal departments manage information and records.

We will:

**MAP** your existing policies and procedures to understand and appreciate the history behind current practices. In doing so, we interact directly with the people and technologies that enable information flow within your firm.

**SHINE** a light on processes to expose gaps in information flow. We will provide actionable recommendations to facilitate access, sharing and preservation of information.

**GUIDE** you through the process of implementing changes. We will provide ongoing project management, consulting, and professional staffing to support your records and information management initiatives.

### About InOutsource

InOutsource was formed in 2002 in response to a recognized need for objective records management consulting and project management support in law firms. The experts at InOutsource saw that law firms were challenged with how to best update records and information management practices given rising costs, new technologies, and risk management issues, and developed a methodology for addressing all aspects of records and information management. Our years of experience consulting with the nation's top law firms have led us to helping them as they prepare for and execute a growth strategy through hiring lateral attorneys and mergers with other law firms.

### Our Team of Experts

The InOutsource team serves clients as unbiased resources in merger readiness consulting, records and information management consulting, project management, software evaluation and implementation, and policy and procedure development.

We are dedicated to staying abreast of and even ahead of the curve on developments that will impact how law firms manage information.

Several team members are Certified Records Managers, an accreditation awarded by the Institute of Certified Records Managers to a limited number of highly qualified individuals who have demonstrated they meet specific industry skills and knowledge. We are active members of several professional trade associations, and are frequently asked to speak and write on topics surrounding records management.

## INOUTSOURCE

Records & Information Management Consulting™

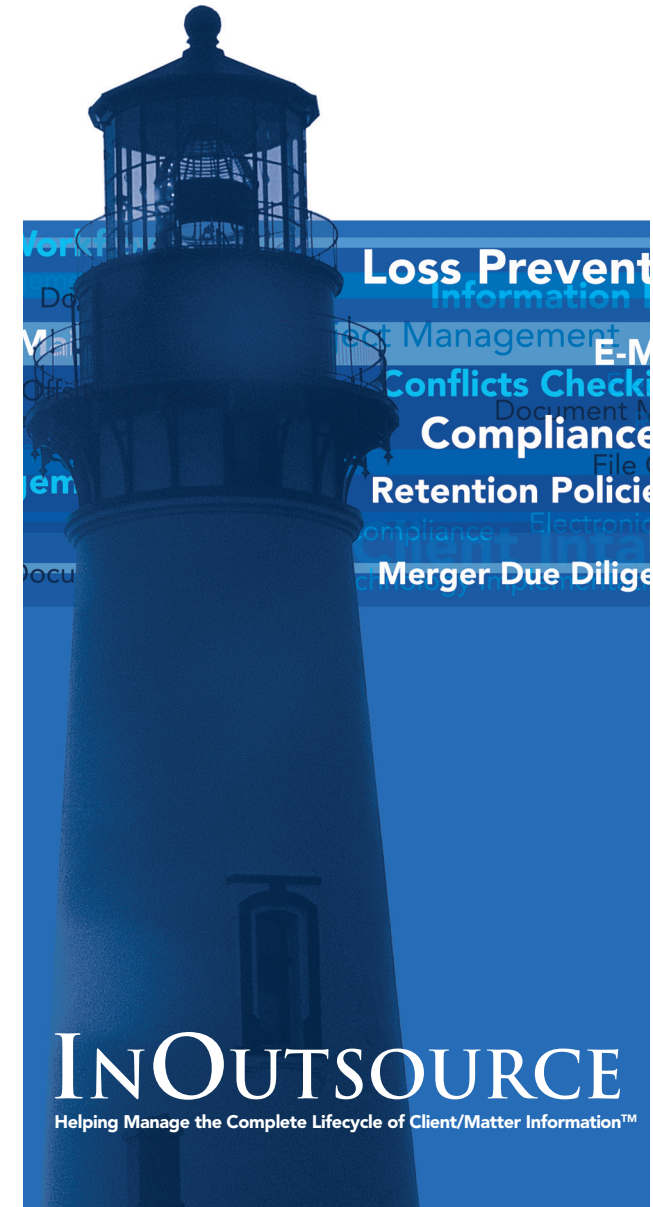
P.O. Box 637  
Woodbury, NJ 08096  
888.845.7015

[www.inoutsource.com](http://www.inoutsource.com)

 Printed on Recycled Paper

SEARCHING FOR A  
BETTER WAY TO MANAGE....

## CLIENT INFORMATION



INOUTSOURCE  
Helping Manage the Complete Lifecycle of Client/Matter Information™

# HELPING MANAGE THE COMPLETE LIFECYCLE OF CLIENT/MATTER INFORMATION

With documentation and communication taking so many forms today, managing these records has become increasingly complicated. Navigating the processes required to keep records in order is getting more and more burdensome for law firms and corporations. From client intake to conflicts identification and resolution, and from records management practices to the software offerings that serve these areas, the team at InOutsource has the knowledge and expertise to guide their law firm and corporate clients. This lets the firm focus on what they do best – serve their clients and practice law.

Many of the largest, most business-savvy law firms and corporate legal departments turn to InOutsource for solutions to their records management challenges. We understand that each client operates differently. We take pride in our ability to offer unique recommendations that are legally compliant, highly functional and consistent with a firm's growth strategy or a legal department's corporate policy.



## DISCOVER THE INOUTSOURCE DIFFERENCE

### Legal Focus

Law firms and corporate legal departments are our only clients.

### Experience

Clients benefit from our diverse team of experts, including Certified Records Managers (CRMs), technology experts, experienced law firm administrators and skilled project management and implementation specialists. Our knowledge in records management consulting truly is unmatched.

### Vendor-Neutral

InOutsource works closely with all software vendors who serve the conflicts, workflow, document and records management needs of the legal industry. We are familiar with the features and architecture of each vendor's offerings.

InOutsource endeavors to maximize each client's current technology investments. We make software recommendations only when a client's current technology platform is not sufficient to support their records, information and risk management goals.

### Merger Readiness Services

When you know your firm will be growing due to mergers or lateral hires, consult with the Merger Readiness Team at InOutsource. Before merger discussions begin, we will work with your firm to make sure you have the framework in place and successfully working to perform due diligence and address issues that will arise during the merger process.

### Reputation

All of our clients are satisfied references.

## CONSULTING & PROJECT MANAGEMENT EXPERTISE:

- Best Practices Analysis & Risk Assessment
- E-mail & Electronic Records
- New Matter Intake Process & Workflow
- Records Management Policies & Procedures
- Retention Policy Development
- System Selection & Implementation Support
  - Workflow & Client Intake
  - Docketing
  - Document Management
  - Records Management
- Classification Schemes & Naming Standards
- Staff Assessment & Training
- Merger Readiness Consulting

## OUR LAW FIRM CLIENTS INCLUDE:

- Blank Rome LLP
- Buchanan Ingersoll & Rooney PC
- Cozen O'Connor
- Duane Morris LLP
- Fox Rothschild LLP
- Holland & Knight LLP
- Jenner & Block LLP
- Locke Lord Bissell & Liddell LLP
- Poyner & Spruill LLP
- Woodcock Washburn LLP