

EXERCISE

10 TIPS FOR DOC REVIEW

Background

You're the junior associate on a small litigation team with just a senior associate and a partner. There are a lot of documents to review as part of the discovery in the case. Your client is very cost conscious, and the partner wants to use contract attorneys to speed up doc review and manage the costs.

The senior associate has asked you to manage the contract attorneys and supervise the document review. You're also responsible for organizing and escalating the information and documents relating to your case.

You're meeting with the senior associate later to discuss the plans for the doc review.

Instructions

Come prepared to discuss what you'll tell the senior associate regarding:

- Things you'll do to effectively manage the contract attorneys; and
- What kinds of documents you'll escalate to the senior associate and how you'll escalate them.