



Managed Review Services

Document Review with a technology-driven approach.

Scalable attorney coverage

Reviewing masses of documents in-house is no longer realistic or cost-effective, and it can be challenging to maintain the right number of personnel for each case. With Ricoh's Managed Review Services, we help eliminate this uncertainty, while getting your review completed in a timely manner with the utmost security in place.

Security in review

When COVID-19 requirements meant pausing services in our physical review facility, our agile technical support team snapped into action and migrated all of our review attorneys to a secure remote desktop environment overnight. Ricoh attorneys are licensed and background checked, and their remote desktops only access Ricoh's Microsoft Azure, so client data never leaves our industry-leading cloud environment.

Technology-driven review

Our Review Project Managers and contract attorneys specialize in using advanced technologies like Technology Assisted Review (TAR) workflows to efficiently organize, search, and reduce data sets to only the most relevant documents. This technology-driven approach helps get to your most critical information fast. And utilizing TAR means the deepest dive into your ESI and may result in significant review cost savings. In fact, our review project managers leverage analytics on over 80% of the matters we work on.

Why Ricoh Managed Review Services?

- Additional factor in multi-factor authentication
- 100% paperless with no download, print, email, or copy capabilities
- Remote desktops only access Ricoh's secure cloud
- USB encrypted key authentication



Quality control in review

Quality can make or break a review, so Ricoh measures and ranks our review attorneys on every project to ensure we are employing the best team possible for each review. Our customized environment captures overturns classified by type and severity, so if an issue is discovered, we communicate it to review attorneys immediately.

Fixed fee contracts

Cost predictability is essential, but requirements often vary from case to case. Ricoh provides pricing based on your specific needs with fixed fee pricing by the hour, document, or gigabyte. Reviewer accuracy and productivity directly correlates to cost efficiency. We offer detailed, verified time reports combined with productivity reports generating a daily comparison of reviewers, to ultimately equalize on a documents per hour basis, and decision revisions. Tracking reviewer speeds also ensures consistency (and reviewer productivity rates have stayed in sync with our in-facility standards).

Ricoh, your trusted partner

With our consultative approach, we help clients navigate their most pressing information challenges. Our combination of certified expertise and service excellence is backed by an over 85-year history of innovation and a refusal to be limited by tradition. Ricoh's steadfast legacy and support provides the assurance of business security because when you work with us, the security of your information is our highest priority.

Engage with an eDiscovery Specialist to learn more.

RICOH
imagine. change.

www.ricoh-usa.com/en/eDiscovery

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