

OUTCOME-BASED LEGAL PROCESSING

Your Extraordinary Outcomes, built around our foundation of Education and Knowledge.



Areas of Expertise

Our Roots

Technology

Legal Services

- e-Discovery
- Legal Research
- Motions and MOL
- Contracts
- Wills & Trusts
- Patents & IP Services

Paralegal Services

Secretarial Services

- Transcription & Coding
- Case Management and more

A Trusted Partner

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Areas of Expertise

We work with corporate in-house counsels as well as small and big law firms. In essence, we become the extended arm of our clients, integrating their legal processes and strategies to create efficient and effective solutions that deliver almost instantaneous results. Our customers enjoy benefits such as reduced costs and faster turn-around time with our reliable, quality, and professional support. We free up our clients time and enable them to utilize their own valuable, tactical human resources on their core business activities. With our highly specialized and focused legal and support team working around the clock, we offer strategic services for:

- Legal Research
- e-Discovery
- Legal Motions and Memorandum of Law
- Contract Drafting and Management
- Patents and IP Services
- Paralegal Services
- Secretarial Services
- Legal Transcription
- Legal / Litigation Coding
- Scanning Documents and Case Management
- Medical Record Summarization



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Our Roots

VeeLPO is part of Vee Technologies, a trusted global strategic services and business process management company providing end-to-end transaction processing services to Global 1000 and mid-size companies in the U.S., Australia and across the globe.

We are proud to be part of the Sona Valliappa Group , a family-owned business founded in the 1920s and now proudly run by the 4th generation of entrepreneurs. The group is renowned for philanthropically building and subsequently running the well-known educational institution Sona College of Technology (www.sonatech.ac.in), where it draws strength in recruiting from the talent pool of over 10,000 students.

In the past decade, Vee Technologies has saved more USD \$206 million for clients around the world by architecting knowledge and creating processes which reduce costs and drive efficiency.

Every year, over USD \$21 billion in transactions from leading companies around the world are handled by the experienced and reliable team at Vee Technologies. We pride ourselves on the high performance of our teams who enable the transformation to their status as a truly best-of-breed services company.

India corporate office: SONA Towers, the birthplace of IT in India

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Technology

Each and every element of our security and quality meets or surpasses industry standards.

Our equipment and software for back office operations includes redundant, reliable voice and data network routes and multiple MPLS/Internet/VPN lines to each of our sites.

By operating across multiple locations and employing a proven and tested continuation plan, VeeLPO is able to provide uninterrupted service to all of our clients. Each site resides in a unique seismic and political zone, safeguarding operations from unexpected disturbances.

Combining Vee's own proprietary software with the industry's leading software ensures not only a seamless transition during initial integration but also guarantees a transparent work flow for each and every client.

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VeeLPO, safeguarding your business.



Legal Services

Several corporate, consumer organizations and law firms partner with VeeLPO to explore new business strategies and operating models for business optimization. We transform these partnerships to long-term relationships through our quality assurance, smooth workflow processes, and data confidentiality and security measures.

A highly dedicated and competent team of lawyers backs these comprehensive solutions. They have an in-depth knowledge of US state and Federal laws as well as international laws. We maintain compliance to current environmental and regulatory laws.

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e-Discovery

e-Discovery includes various types of data such as e-mail, instant messaging chats, documents, accounting databases, CAD/CAM files, web sites, and any other electronically-stored information which could be relevant evidence in a law suit. E-discovery also includes “raw data” that may be reviewed by investigators for hidden evidence.

VeelPO partners with companies to assist them with:

- Identification of documents
- Analyzing and evaluating information relevant to case
- Processing of documents
- Review of documents relevancy and responsiveness as per requirement



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Legal Research

Legal research is imperative for any organization but it is time consuming and expensive. VeeLPO has a team of dedicated attorneys working vigorously on legal research pertaining to various legal issues on a 24x7 basis. We have the expertise in using legal databases AustLII and LexisNexis AU, and the ability to handle legal research on any sphere of the State and Federal laws. VeeLPO's holistic legal research approach provides data which is accurate and relieves clients of this burden and focus on more strategic issues.

Legal research services consist of:

- Seeking primary authority in a given jurisdiction
- Researching information about a topic relevant to the client
- Seeking non-legal sources for supporting information
- Drafting of the research memoranda
- Examining state, federal and international laws relevant to the client case

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Legal Motions / Memorandum of Law

VeelPO's competent team of lawyers is highly skilled in preparing persuasive Memorandum of Law/Factum. VeelPO's lawyers are well-educated in the field and have the experience to draft complaints in a comprehensive manner, stating the factual and legal basis for the claim. They are experienced in preparing crisp preliminary statements to present data that is factual and substantially relevant to the case.

VeelPO can assist in drafting:

- Various Motions as per the case requirement
- Memorandum of Law on any specific area of law
- Complaints
- Any type of legal drafting



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Contract Drafting / Contract Management

VeeLPO lawyers draft, review, and manage large volumes of contracts in a systematized manner.

We ensure that the contracts are fair to both parties, while protecting the client's business interests

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VeeLPO can assist in drafting:

- Sales Agreement
- Independent Contractor Agreements
- End User License Agreement, Software Development Agreement, Software Licensing Agreement, etc.
- Service Provider Agreement
- Master Service Agreement & SOW/SLA
- Partnership Agreement
- Non-Disclosure, Confidentiality and Non-Compete Agreement
- Website Terms and Conditions/Terms of Use, Privacy Policy, etc.
- Employment Agreement
- Franchise Agreement, etc.



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Wills and Trusts

As an additional area of expertise with below contents:

VeeLPO lawyers are experts in drafting and review of Wills and Trusts as per requirements of clients.

VeeLPO can draft, review and amend:

- Wills and Testamentary Trusts
- Powers of Attorney
- Family Trusts
- Superannuation Deeds



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Patents & IP Services

Patent and trademark protection is at the core of protecting today's brands and businesses.

The current evolving markets are swamped with new products and services. Hence, patent and trademark protection is extremely essential. Patent research and intelligence is critical for organizations to stay ahead of their competitors.

VeeLPO undertakes invalidity analysis, non-infringement analysis and prior-art searches. We can also formulate freedom to operate/right-to-use clearance reports. The clearance reports may or may not be combined with validity and enforceability reports. Patent opinions services include invalidation and infringement analysis, non-infringement analysis, prior-art searches.



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Paralegal Services

VeeLPO partners with clients to offer premium paralegal services at highly competitive prices. Paralegal services include:

Medical Record Summarisation - VeeLPO has a competent and extensively trained team of nurses and medical/paramedical FTEs for personal injury, medical negligence and medical malpractice and workers' compensation cases. VeeLPO is an ISO 27001 certified company and adheres to the HIPAA guidelines by having required controls to protect PHI (patient health information). VeeLPO is one of the first companies to implement OCTAVE (operationally critical threat asset vulnerability evaluation), a HIPAA preferred tool developed by SEI Carnegie Mellon University. Medical Record Summarisation Services Include:

- Review of any past injuries
- Review of pre-existing medical conditions
- Summary of the medical treatment
- Brief description of specific test results
- Distinguishing of lab results according to their significance level
- Description on the causal relationship of diagnosis
- Outline of future treatment / related impairment
- Recommendations for further consultations for an expert opinion from nurses or medical/paramedical team

Preparation of Interrogatories - VeeLPO's lawyers have extensive experience in preparing interrogatories for ongoing lawsuits. Lawyers at VeeLPO draft multiple sets of interrogatories that lead to quality information about the case from the opposition's attorney. Preparation of interrogatories includes reviewing all facts about the case that need to be proven, framing interrogatories/questions and rewriting the factual statement, examining pleadings and anticipating opposition's responses.

VeeLPO also undertakes Deposition Summarization, Case Summarization, Case Management, Legal Coding.

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Secretarial Services

We provide secretarial services to our clients from legal coding to scanning/formatting of documents. Secretarial services include:

- Managing Court documents for internal purpose
- Managing email correspondence among the attorneys
- Renaming of Court documents
- Email interaction

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Secretarial Services – Contd.

Legal Transcription - We follow the industry best practices model of obtaining voice tapes, conversations and dictations through secured FTP files (encrypted and decrypted) from clients.

The legal transcription team subsequently converts these into digital text using our own proprietary transcription software, VeeScribe. The legal transcription files are uploaded on the web or FTP in the required file formats such as wav, dss, and mp3. Our existing infrastructure can accommodate over 400 legal transcriptionists and our regular training process ensures consistency in quality. Legal transcription services include:

- Court, trial and wiretap proceedings
- Interviews

Legal / Litigation Coding - Our coding and indexing services enable enhanced case management and effective document retrieval. Our team creates summaries and keyword data for documents.

Legal documents are then indexed based on the coding and this database can be searched digitally. The index makes it extremely simple to retrieve data or particular documents containing specific information – a requirement that commonly comes up when filing litigation. Legal coding services include:

- Physical document determination and bates numbering
- Unitization (logical document determination)
- Objective coding (bibliographic coding)
- Subjective coding
- In-text coding
- Judgment Coding



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Scanning Documents - We help clients convert their documents into electronic formats so that they can retrieve any document instantly via key word searches. Different types of typewritten and typeset documents are recognized and converted to digital data making document scanning and sorting an important aspect to be adhered to. All content is converted to searchable documents with an accuracy rate of 99+ percent.

Advantages of documents scanning services include:

- Documents can be uploaded onto the FTP Server or can even be shipped
- Cost savings of up to 40%
- Faster turnaround time

Formatting - The main objective of formatting is to enhance the appearance of documents so that it can grab the attention of the clients. Apart from changing the format and providing customized styles for word documents, our team provides different formatting services for proposals, presentations, contracts, and agreements. Formatting services include:

- Reconstructing character formats such as fonts, size and appearance
- Formatting the documents in terms of spacing and alignment
- Applying borders and shading
- Creating bulleted and numbered lists

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As part of a group that has been in existence for four generations, Vee believes in building long-term partnerships with each and every client. This ideology is clearly reflected in our Group's client base. We have been working with nearly all of our clients for several years – and some since the beginning in 2000. We are proud of the multitude of successfully renewed contracts signed each year. Clients place trust and confidence in our relationship and their satisfaction is our greatest reward.

In order to bring true value and benefit to each client, we become an extended arm to the client and a true partner. This creates a solid foundation and win-win combination for an enduring long-term strategy as a mutually beneficial business partnership

Expense Management - Studies done by industry experts indicate that the client incurs double the actual HR costs in USA (if an employer hires a full time employee for USD \$11 per hour, it would actually cost the company USD \$21 per hour after adding all the over head costs).

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VeeLPO, expertise in diversity



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We are available to our clients 24 hours a day, seven days a week. We know that working in various time zones can complicate a relationship but not with Vee. Our teams are located around the world and work the same hours as our clients.

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