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SYNDICATE LEGAL SUPPORT SERVICES

Civil Litigation

Syndicate Legal Services – Civil Litigation



SYNDICATE LEGAL SERVICES

Team of:
Attorneys / Lawyers
Law Clerks
Paralegals
Industry Specialists

Litigation:

• Litigation describes the proceedings between two opposing parties to enforce or defend a legal right. Litigation includes activities before, during, and after a Lawsuit. This includes pre-litigation, pleadings, discovery, arbitration, trial and appeals. No matter the stage of your case or whether it is filed in State or Federal Court, we can assist you in your case from open to close

Pre-Litigation:

• Before a Lawsuit is filed with the Court, pre-litigation activities should be engaged to resolve the conflict between the opposing parties. The most common method used to achieve this is through a Demand Letter that is written to the opposing party demanding that a party compensate a victim for economic or physical injury. Another important step in the pre-litigation process is to investigate the legal matter. We review all existing case documents both from the Court, and your own notes and events of the case. This information along with relevant legal research positions us to move forward with your case.

Discovery:

• Discovery is the formal investigation of facts of a Lawsuit. During this stage, opposing parties exchange requests for evidence and information. It is during this stage that we would work closely with the opposing party to obtain critical information needed for further litigation of the case.

Arbitration:

• In most cases, the goal is to avoid trial due to the increased costs of litigation. Alternative dispute resolutions such as arbitration and mediation can be entered into at any stage of the dispute. We can work with you and the opposing party to facilitate these communications.

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Trial Preparation:

• Once discovery has concluded, the Court will set a trial date. All of the work thus far in the Lawsuit has been for this stage. We will work with you to ensure you are properly prepared with a trial notebook of all the evidence, outline of events, and relevant information you will need to be prepared for trial. We understand that self-representation in Court is a daunting task, in cases where you want an attorney to represent you in Court, we can obtain an appearance attorney to appear in trial for you.

Appeals:

• Once a verdict is passed down by the Court, the losing party may choose to appeal to a higher Court the decision that was rendered by a lower Court. We can start your appeal by preparing your Notice of Appeal, the Designation of Record to transfer your Court Transcript from the lower Court to the higher Court, and your Appellant Opening Brief.

Syndicate Legal Services – Custom Legal Documents & Timelines



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Process:

- 1. Client engages Syndicate Legal Services for the legal documents needed.
- 2. Because Syndicate Legal Services provides custom legal documents, a member of Syndicate Legal Services will contact the Client get the information needed to complete the required legal work product. This happens via telephone conference or by video conference.
- 3. Syndicate Legal Services' team members will complete the First Draft of the Custom Legal Documents and send them electronically to the Client for review.
- 4. Client will review the First Draft and request any changes, edits or corrections. Syndicate Legal Services will continue to make corrections, changes and edits to the Legal Documents until the Client approves a Final Draft.
- 5. Once the Client is satisfied with the Legal Documents, Syndicate Legal Services will deliver a Final Draft to the Client along with a "Syndicate Legal Services Certificate of Completion."
- 6. All first drafts are delivered to the Client within 1-3 business days, with the average timeline being within one business day.

Syndicate Legal Services will send Client copies of all completed work, documents and correspondences, as well as other information throughout this Engagement. These copies will be the "Client File" copies. Syndicate Legal Services will also keep the information in the Syndicate Legal Services Corporate Office. The file in the Syndicate Legal Services Corporate Office will be "Our File". Please have the "Client File" available during all of our in-person meetings / video conferences / telephone conferences so that we all have the necessary information available to us. Once Syndicate Legal Services has completed the Legal Support Services detailed in this Engagement Agreement, Syndicate Legal Services will close "Our File" and return any original documents to Client (if any). Syndicate Legal Services will then store the "Our File" for approximately six (6) years. Syndicate Legal Services will destroy the "Our File" after that period-of-time unless Client instructs Syndicate Legal Services in writing to keep the file longer.

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