



Legal Process Outsourcing



Trustman & Co.
<http://trustman.org>

About Us



- Established in 1998, Trustman & Co., it's a full service law firm headquartered in New Delhi, India.
- Now It is actively focused on Legal Process Outsourcing (LPO) supporting Law Firms, Legal Vendors & Legal Departments across United States & Europe.
- 3 state-of-the-art technology driven offices in two Indian cities – New Delhi and Pune.



About Us

- Currently employs diverse professionals -- Attorneys, Engineers, CPA, CS, IT. All professionals are qualified from top Indian Engineering and Law Schools.
- Flexibility to ramp up Attorneys in less than 30-days depending on project size requirements.
- Current Partners having collectively 72 years of legal experience in India and United Kingdom

Profile of Founder Partners

Kaviraj Singh is the founder and managing partner of Trustman & Co that he formed in the year 1998. Mr. Singh has essentially practiced in the areas of commercial laws with specialization in banking and real estate, Commercial and regulatory compliance laws. Mr. Singh is the founding Chairman of India Chapter of New York State Bar Association, International Section.

International Section of New York State Bar Association conferred the **title of Chapter Chairman Emeritus** on Mr. Singh. Mr. Singh is presented with memento by the Consular General of United State of America Consulate at New Delhi. Mr. Singh also worked as a Director, India Office, New York State Department of Economic Development to promote the investment into New York and export from New York State to India.

Profile of Partners

Uttam Datt graduated in law in the year 1995 and got enrolled with the Bar at New Delhi. He largely practiced commercial law and Arbitration, Litigation. Mr. Datt has essentially practiced in the area of International as well as national commercial litigation & arbitration in the area of Power, Corporate, Real Estate, Banking, Industrial dispute and constitutional law.

Beside the litigation, Mr. Datt have been advising leading private equity funds operating in the country for their domestic funds and FDI based investments including structuring of investments and handled FDI investments made by leading private equity funds in large real estate projects including land due diligence assignments.

Profile of Partners

Dinesh Jotwani Dinesh Jotwani is registered trademark & patent attorney and has nearly 17 years of legal industry experience in India. Dinesh also holds a post-graduate diploma in Information Technology (1992) from National Institute of Information Technology, India. He completed his bachelor's in law from Delhi University, India in the year 1994.

Dinesh was a General Counsel (India) for a fortune 100-company, Symantec Corporation, for more than 6 years and also heads Symantec's IP Enforcement team for the Asia Pacific Japan region. Dinesh has also been elected as Chair (India) for the year 2008, 2009 and 2010 for Business Software Alliance (www.bsa.org), a Washington based organization committed to promotion of safe and legal digital world.

LPO Services Offered



I. General Services

Legal Process Outsourcing (LPO) are any repetitive, regular and time-consuming tasks that can be done remotely at a reasonable costs.

Examples include, any legal database update such as Anaqua/ Lecorpio, legal notices issuance, e-discovery, skip tracing, judgment validations, trademark & patent filings, office actions, etc

II. IP Support

TRADEMARKS

Trademarks searches, filing and prosecution at USPTO, Europe, Canada and Australia.

PATENTS

Patent Preparation, Searches, Invalidation searches, Portfolio mapping, Prosecution at USPTO, Figures as per USPTO specification.

LPO Services Offered



III.E-Discovery

Data Collection, Data Processing, Document Reviewing, Producing. Experience in handling tools such as Concordance, Discovery Accelerator and Discover Assistant.

IV. Litigation Support

All kinds of Litigation Forms, Management of Case Dockets, Case Law Search and Summarizing, Transcribing Depositions.

V. Legal research

Preparing memos and researching for relevant judgments (of a particular US circuit court) on Lexis database.

VI. Paralegal Support

- Document Management Services,
- Managing Attorney Calendars, Docketing Systems, Backup Management Services.
- Virtual Office Assistant

LPO Services Offered



VII. Debt Collection Processes

Skip Tracing, Studying CBRs, Subpoena handling, Demand Notice Preparation, Judgment Validations

VIII. Family Law

Preparation of Forms, pleadings and settlement contracts.

Approximate Charges



- Trustman ready to take up work on pilot (test) basis.
- Trustman generally provide the dedicated legal/ paralegal staff on a highly costs effective fees.
- In case volume is less, Trustman can Fixed-fees quotations.
- Trustman work closely with client to reduce their costs from 70% to 40%

Recommended Engagement Model

LPO MODEL OF ENGAGEMENT

- A team of Attorneys & paralegals work on your cases, from our offices/ facilities in New Delhi & Pune.
- These are dedicated staffs who work only for your projects/ cases.
- The staff is trained both by you and Trustman management.
- If required, the Attorney/ Paralegal based in India will visit your office to get appropriate training for 1 week or so.

Recommended Engagement Model

OFFSHORE LAW FIRM ENGAGEMENT MODEL

- Standard Agreement for Set-up, Run and transfer basis.
- A dedicated Trustman team to assist in a) Renting Facilities, b) IT-networks set up and c) Hiring Candidates d) Entity Set-up.
- No “No-Hire” Clause for clients.

Why Trustman?



1. CONFIDENTIALITY

Employees bound by strong confidentiality and IP contracts, applicable both under the India and United States laws.

Employees cannot work for competitors on the similar projects

Strong policies and technical firewalls among teams working in India.

We never give out your name or your client's names to anyone.

2. HIGH HIRING STANDARDS FOR CANDIDATES

Hiring from Campus, the Bar and Placement Consultants.

Written Test, Drafting Test, Interviews and Group Discussion for candidates.

3. INFRASTRUCTURE SUPPORT

Trustman provides extremely great facilities and infrastructure for employees in India.

Computers, Faxes, Air-conditioning, Conference call facilities, Software like Windows, Word, Acrobat Standard, Norton are provided free of cost to each joining employee.

Free of costs lunch and snacks are provided for office employees.

Why Trustman?



4. HIGH RESPONSIVENESS

- We offer High Responsiveness and Single Point of Contact with weekly updates on the project;

5. TRAINING

- We provide weekly in-house training to employees on different subject matters - IP, Contracts, E-Discovery, Database handling, Litigation Support, etc.
- For certain projects, Trustman provide for tickets & stay of employees to US to get training.

6. NO RISK & EASY EXIT

- Flexible Engagement Models;
- Act as back office on fixed fees. This arrangement helps our customers to retain their margins and commitments with their customers.

Thank You

Q & A?

By Kaviraj Singh

Founding Partner

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