

# Legal Document Processing

## Support services for law firm practice areas

Integreon brings deep expertise and an understanding of the unique document requirements for many practice areas within a law firm. Our processes and experience also allow us to operate as an extension of your internal teams.

### Intellectual Property

Our IP document specialists provide support across all phases of patent prosecution including submissions to the USPTO. Your IP practice group will benefit from 24/7 document support that improves turnaround times, assist with USPTO acceptance, and takes the administrative burden off of high-value attorneys. We have helped our clients in the following areas:

- 01

Patent / figure drawings
  - Create or modify drawings in programs like Visio
  - Proof figures in patent applications
  - Format existing drawings to USPTO specifications
- 02

Patent applications
  - Format application documents in Word or PDF format
  - Proofread application for spelling, punctuation, and grammar
  - Create change summary for specifications
- 03

Formatting to USPTO standards
  - Remove embedded fonts
  - Reduce PDF size
  - Enhance and maintain image quality
  - Insert/correct paragraph numbering
- 04

Amendment Shell creation
  - Create shell templates based on original application
  - Maintain quality and format of application
- 05

Transcribe Inventor interviews
  - Transcribe audio files using foot pedals
  - Output into Word format
  - Provide guidance on most efficient transcription technologies

### Corporate

Integreon understands that the needs of your corporate clients can differ from other practice areas. As documents move between clients and counsel, attorneys often spend valuable time editing, formatting, and proofreading. Our experienced legal document processors specialize in fast turnarounds for corporate practices, partnering with attorneys to handle routine tasks so they can focus on delivering high-value work to clients. Your corporate law attorneys will benefit from:

- 01

Templates, agreements, and SEC filings
  - Create document templates for commonly used agreements
  - Assist with DocuSign
  - Format financial tables
- 02

Edit and proofreading
  - Proofread document for spelling, punctuation and grammar
  - Defined terms checks
  - Redlines
  - Edit according to attorney instructions
- 03

Document conversion and formatting
  - Format using firm-defined document templates
  - Convert documents into editable formats
  - Reformat files from clients and laterals

### Litigation

In a document-heavy practice like litigation, document support is essential. Let our expert legal document processors support your firm’s litigators in all jurisdictions and stages of the process. Our teams will help with document-related tasks from formatting and proofreading briefs to transcribing depositions. Our clients depend on us for tasks such as:

- 01

Formatting documents from all jurisdictions
  - State, Federal, and Appellate courts
  - Edit and format discovery documents
  - California pleadings
  - Create response shells
- 02

Finalize documents for filing
  - Create and update TOAs and TOCs
  - Proofread for spelling, punctuation, and grammar
  - Hyperlink e-briefs
- 03

Transcription
  - Transcribe video/audio evidence into text format
  - Depositions and court proceedings
  - Support use and adoption of transcription technology

You can count on Integreon to provide timely, high-quality documents 24 hours a day.

Click here for more info



Learn how Integreon can help your organization do more and do it better. Contact us today at [info@integreon.com](mailto:info@integreon.com) or visit [integreon.com](https://www.integreon.com)

Integreon is a trusted provider of legal and business outsourced services to corporations and law firms worldwide. Through our global delivery centers, we provide expert support for a range of legal, regulatory, creative design, and administrative needs, with a proven ability to transform our clients' business performance.