



SERVICES MENU

Litigation Case Management Support

- Drafting pleadings, motions, briefs, and proposed orders under attorney direction
- Discovery drafting, shell preparation, management & production
- Deposition preparation, electronic presentation of exhibits & summaries
- E filing and procedural compliance
- Docketing and deadline calculation per Texas/Federal Rules
- Case file cleanup, organization, and audit
- Exhibit lists, witness lists, and trial notebooks
- Court & Vendor communications
- Research assistance
- Proofreading, cite-checking and finalization of documents for e-filing
- E-filing approved filings and service documents
- Maintain list of court preferences and local rules
- Stay apprised of changes in rules, etc.

Trial Support

- Gather trial materials and organize for use for trial preparation and trial
- Pull and mark exhibits for use at trial
- Exhibit lists, witness lists and other pretrial documents
- Trial notebooks
- Demonstratives & timelines
- Opening/closing slide prep
- Confer/Visit Court for courtroom logistics, breakout rooms & technology
- Arrange for hotel, war room, and set up of war room
- Trial week assistance (on site or remote)
- Trial tech support (presentation setup, screen sharing, exhibit display)
- PowerPoint presentations for hearings, mediations, and trial (opening/closing)
- Visual demonstratives (timelines, charts, summaries)

Appellate Support

- Prepare Notice of Appeal and appellate motions
- Prepare requests for clerk's/reporter's records
- Calculate and docket appellate deadlines
- Record review & mapping
- Brief formatting
- Cite-checking (record and authorities)
- Proofreading & build TOA/TOC
- Appendix assembly
- Finalization of Brief and Appendix for e-filing
- E-filing of approved filings

Legal Research Support

- Case law, statutory, and procedural research
- Local rules, Court's preferred practices, and deadline research
- Jury research
- Jury charge research
- Background research on parties, witnesses, and experts
- Research summaries prepared for attorney review
- Other research as assigned

AI-Assisted Support Services*

- AI-enhanced drafting and document refinement
- Summaries of depositions, discovery, and records
- AI-generated timelines and case chronologies
- Issue-spotting summaries for attorney review
- Template creation using AI for faster workflows
- AI-assisted PowerPoint and demonstrative creation
- AI-supported research summaries (attorney-verified)

*All AI work is reviewed for accuracy.

Administrative & Practice Support

- Client intake workflows and forms
- Calendar management
- Document formatting, cleanup, and consistency checks
- Template creation (letters, pleadings, checklists)
- Case management assistance
- Notary services
- Assist with preparation best practices for staff

Training & Staff Development

- Training legal assistants and junior paralegals
- Teaching document formatting, naming conventions, and file organization

- Creating firm-specific style guides
- Developing onboarding materials for new staff
- “Best practices” training for litigation workflows
- AI-safety and AI-efficiency training for law firms
- Availability for the “I’m stuck” questions to keep work flowing

Process Development & Checklists

- Customized litigation checklists (intake → trial)
- Docketing and deadline workflows
- Discovery response workflows
- Trial prep timelines
- File organization systems
- Standard operating procedures (SOPs) for staff
- Firm-specific process maps and visual workflows

Legal-Creative Services & Marketing

- Branded client packets and intake forms
- Attorney practice sheets/brochures for clients
- Process maps and visual workflows
- Canva-designed templates for firm use
- PowerPoint decks for hearings, mediations, and trial
- Clean, professional formatting for client-facing materials
- Preparation of timelines, charts, and other needed materials