

Avalon works with top-tier attorneys and paralegals with experience and training gained at Am Law firms, boutique firms, and Fortune 500 companies throughout the U.S. through a wide range of practice areas. Here are some examples of how our team can help yours:

A **commercial transactions attorney** provided support to the law department of a multinational conglomerate. Responsibilities included drafting, reviewing, and negotiating IT and non-IT purchasing contracts and provisions, including software licenses, privacy policies, data processing and transfers, professional services agreements, marketing and advertising deals, travel and events agreements, outsourcing arguments, nondisclosure agreements, statements of work, amendments, change orders, and other legal documents.

**Mergers and acquisitions (M&A) attorneys** were hired to assist the deal team from due diligence through closing. They drafted and reviewed a variety of deal documents, including commitment letters, term sheets, disclosure schedules, collateral obligations, purchase agreements, and related agreements.

A **commercial real estate attorney** drafted a variety of complex documents related to acquisitions, dispositions, financing, joint ventures, and leasing transactions.

A **fund formation attorney** assisted with all aspects of

fund launch and establishment. Responsibilities included drafting the private placement memorandum, operating agreements, subscription agreements, and service contracts.

A **bankruptcy attorney** assisted in complex corporate reorganizations and restructurings as well as distressed acquisitions.

A **derivatives attorney** was retained to assist with a broad range of secured lending and derivative transactions, including credit derivatives, repurchase agreements, and FX forwards and swaps.

A **white-collar/corporate investigations attorney** assisted with an internal investigation that included performing risk assessments, reviewing and implementing compliance programs, and responding to both government inquiries and anticorruption matters involving the Foreign Corrupt Practices Act (FCPA).

A **structured finance attorney** worked on a variety of asset-backed lending transactions, including warehouse lending, mortgage loan originations, repurchase transactions, securitizations,

and other mortgage-related derivatives and loan products.

**Compliance attorneys** were hired to perform know your customer (KYC) and anti-money laundering (AML) analysis. They were responsible for reviewing and analyzing client reference information and transactional data, producing a written report, providing answers to pre-established questions, and preparing a summary paragraph covering all relevant points of the review.

**International Swaps and Derivatives Association (ISDA) attorneys** with experience negotiating ISDA Master Agreements, Credit Support Annex, and related documents were retained. ISDA nonlawyers were also retained to review hard copy and electronic files of existing documents and populate a database with the terms of each document. They were also required to locate and identify incomplete or missing documents and files.

A **data privacy attorney** was hired to help manage the company's global data privacy, security, and risk mitigation program. The attorney assisted

with negotiating and drafting of privacy, data security, and cybersecurity provisions in a variety of legal agreements.

An **insurance coverage attorney** assisted with insurance claim investigations. Responsibilities included drafting pleadings and briefs, preparing correspondence, drafting opinion letters for clients, conducting legal research, reviewing document collections in preparation for litigation, and attending depositions.

A **litigation legal assistant** helped with a wide variety of complex, confidential, technical, and administrative tasks. Responsibilities included legal research, writing, proofreading, reviewing, preparing and managing legal documents, and assisting with discovery deadlines. The assistant also helped maintain the document management system.

**Know Your Customer (KYC) analysts** were retained to assist the anti-money laundering group in evaluating negative information relating to existing or prospective clients of the

firm. They also helped manage the regulatory risks involved in the KYC due diligence process. The analysts were required to have experience with and a deep understanding of corporate and investment banking products and services as well as wholesale banking, and a subject-matter expert's understanding of due diligence.

A **real estate finance attorney** was hired to assist with commercial mortgage-backed securities (CMBS), residential mortgage-backed securities (RMBS), and other asset-backed lending transactions.

A **trademark attorney** was retained to work on litigation and enforcement matters. Responsibilities included conducting online investigations, performing routine enforcement, and assisting with Uniform Domain-Name Dispute-Resolution Policies (UDRPs), the Trademark Trial and Appeal Board (TTAB), foreign oppositions, and district court litigation matters.

A **Master Securities Forward Transaction Agreement (MSFTA) support specialist** was

hired to negotiate MSFTAs, seek comments from internal stakeholders, and coordinate them. This candidate was required to work in close collaboration with traders, counterparty risk, and other internal stakeholders to assist with the MSFTA negotiation process.

A **commercial contracts attorney** reviewed new and existing agreements and interfaced with procurement, business teams, and third-party vendors to ensure compliance with documented internal standards. Responsibilities also included filing completed contracts in company systems; keeping metrics on deals closed, savings achieved, and similar data; and assisting attorneys with updating contract templates and related documentation in accordance with departmental policies and procedures.

**Employment/HR attorneys** were retained to listen to the company's complaint hotline and assist with documenting, responding to, and escalating claims.

## QUESTIONS?

For more information on any of our services, contact:

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