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In October 2023, our client, an American multinational energy company that specializes in oil and gas production and exploration, announced the acquisition of an independent oil and gas exploration and production company for \$64.5 billion. The FTC issued a request for additional information, a “second request,” as part of its review of the transaction.

In November 2023, our client ran an RFP process by conducting interviews with managed review providers and their outside counsel for the second request. All rates were preapproved from an existing SOW, so rather than having to construct a unique pricing structure, we simply provided an honest overview of our staffing, managed review, and QC processes. Within hours of our interview, Avalon was selected as the managed review provider for the FTC matter.

The Challenge

Avalon began the review with fifty contract attorneys on December 20, 2023, with the readiness to scale. Throughout the months of January, February, and early March 2024, we continued to scale the team at about one hundred contract attorneys per week, reaching, at its peak 730 contract attorneys. With each new team of contract attorneys, we followed the documented managed review process to scale the team, provide feedback, and monitor work-product.

The Strategy

Avalon followed the documented managed review process:

- Our recruiting team provided client’s counsel with resumes of all candidates that had been screened. Recruitment factors included:
 - ◆ U.S. licensed attorney with six months of prior electronic document review experience
 - ◆ Availability to work fifty hours per week throughout the duration of the matter
 - ◆ Cleared client conflicts
- Once client’s counsel approved the candidates, Avalon’s IT team shipped an Avalon laptop to each candidate with instructions.
- Upon receiving the Avalon laptop, candidates were given a meeting time with our review operations team to confirm they



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were ready to begin the project and provided with a start date.

- On their start date, the Avalon contract attorneys were provided a schedule of the training day, which included:
 - ♦ Reviewing the protocol and case materials as provided by counsel
 - ♦ Examining project overview and training provided by counsel
 - ♦ Meeting with the Avalon project management team
 - ♦ Confirming access to the database and commencing review of the documents in the database
 - ♦ Upon completion of their first assignment, the contract attorneys were instructed to inform the Avalon project management team, so their batch could be QC'ed and individualized feedback sessions could be scheduled
- Our project management team provided:
 - ♦ Daily oversight of team members and assigned workflows
 - ♦ Daily monitoring of questions within the counsel's Teams Channel
 - ♦ Daily monitoring of attendance and productivity using database review statistics
 - ♦ QC monitoring
 - ♦ Providing reviewer feedback, confirming feedback was understood, and meeting with individual reviewers
 - ♦ Daily status reporting on multiple workflows
 - ♦ Weekly QC overturn rates from the database

Through the month of March 2024, at the request of counsel, Avalon opened up "case room" hours to be twenty-four hours per day, seven days per week. We had project management staffed for all open case room hours.

The Results

The matter concluded on March 31, 2024, with a total of 4,355,506 documents first-level reviewed by the Avalon team. Throughout the duration of the review, in addition to QC, we staffed and managed numerous other workflows and related review tasks to prepare for

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the FTC production including: second-level review, significance review, privilege log, entities and communicators review, and other special projects.

On April 9, 2024, Avalon met with our client to discuss their experience with our team. The feedback was overwhelmingly positive with statements about and relating to our team including: "I didn't have to worry" and "You just got it."

This engagement marked our largest managed review to date and is likely one of the largest solely staffed matters in the industry. It demonstrates Avalon's proven ability to spin up large, complicated reviews for our clients, while consistently delivering exceptional work product and world-class service.



QUESTIONS?

For more information on any of our services, please contact:

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