



## Engagement Snapshot

- Drafting of a Habeas Corpus petition for an immigration law firm out of Florida
- Drafting of a foreclosure complaint and class action complaint for a legal consultant based in California
- Legal survey and analysis of undue influence cases in the US court system for a medical expert witness consultant in Arizona
- Analysis and presentation of the statutory & regulatory implications of a California energy bill for a Fortune 1000 company
- Review of government contracts and research on Federal Acquisition Regulations for a leading construction company based in New England
- Research and writing of blog articles about the decision of the Securities and Exchange Commission for a financial advisory firm in New York
- Creation of a database of US patent attorneys for a legal sales vertical at a Fortune 500 company

## Client Testimonials

Thank you very much for the memo. It has been very useful in the current case I am defending.

- Attorney at a Large Litigation Firm

Thank you for your work. You have helped clarify many issues and I look forward to working with Brickwork again.

- Leading Medical Expert Witness

Great work on the research! The attorney was very pleased with your work, so was I.

- Foreclosure Consultant

I wanted to let you know that the work you have completed for me over the past months has been very useful and has led to positive results. Thank you for your strong efforts and I can already tell you there is more work to come!

- Leading Forensic Engineering and Accident Reconstruction Consultancy

**Brickwork India**  
The World's Virtual Office!

# Legal Support



Are your  
**Legal Services Affordable?**

Do you need  
**On-Demand Legal Support?**

Would you like to have a dedicated  
**Virtual Legal Office?**

USA	UK	INDIA
Tel. : +1 617 861 4473	Tel. : +44 20 35141933	Tel. : +91 80 4040 9999
Fax : +1 617 977 0919		Fax : +91 80 2659 3672

[enquiry@brickworkindia.com](mailto:enquiry@brickworkindia.com)

[www.brickworkindia.com](http://www.brickworkindia.com)

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# Legal Support Services

## About Brickwork India

Brickwork India was founded by Vivek Kulkarni in 2004 to offer integrated services – virtual assistance, research assistance and IT services – all under one roof.

Vivek pioneered the concept of Remote Executive Assistant (REA) in early 2004, to provide business assistance at an affordable price for SMEs and professionals. This concept found instant worldwide recognition including the New York Times best seller, 'The World is Flat' by Thomas Friedman, 'The 4 Hour Workweek' by Tim Ferriss, and recently in Knowledge@Wharton, as well as in several news international magazines and TV shows.

Brickwork India's clientele is across industries world over including large corporations, Fortune 500 companies, SMEs, individual professionals, and entrepreneurs.

### About Legal Support Services

Brickwork India Legal Support Services has been designed to meet the varied requirements of our clients. We are a team of qualified lawyers with rich experience in serving law firms, SME's, corporate in-house legal departments, entrepreneurs and start-ups. Brickwork India can function as your complete Virtual Legal Office.

### Legal Research and Drafting

- Research & Drafting of Complaints, Motions, Briefs & Memos
- Preparation of Legal Opinions
- Statutory / Regulatory / Policy Compliance
- Case Law Research / Survey

### Litigation Support and e-Discovery

- Legal Case Preparation
- Deposition Summaries
- Document Review
- Case Mapping

### Contracts Management

- Contract Review & Drafting
- Contract Analysis to Identify Legal, Business Strategy & Liability
- Contracts Database Management
- Contracts Compliance

### IP Research and Analysis

- Trademark, Copyright & Patent Search
- Patent Landscape Analysis
- IP Registrability Analysis

### Legal Admin Support

- Legal Database Management
- Legal Transcription
- Legal Word Formatting
- Legal Billing
- Schedule / Docket Management

### Form Filling and Processing

- Filling & Management of Template Forms & Contracts
- Contract Template Creation
- Reports Management

## Who uses Legal Support Services



## Brickwork Edge

### Data Security

- Stringent data and IP protection measures
- Non Disclosure Agreements

### Working Hours & Turnaround

- 15 X 5 real time assistance
- Prioritized turnaround times

### Skill Sets

- Analysts with law degrees + advanced masters qualifications
- Minimum 5 years international legal experience

### Cost Savings

- Reduce operational, infrastructure and labor costs by up to 75%
- Eliminate expensive legal databases, software & hardware costs