

# Secure & Managed Document Depository Services with U.S. Legal Support

*A little-known secret?* When utilizing U.S. Legal Support for depositions, clients can also receive access to our document depository services at no additional charge. Perfect for document-intensive matters including multi-district litigation and construction defect cases. Let U.S. Legal Support provide a secure and compliant online location for produced documents to be organized, stored, and always available to all approved parties.

## Benefits of using the U.S. Legal Support Depository:

- **Zero Cost:** Use our depository at no additional charge when leveraging U.S. Legal Support for deposition services.
- **Secure:** SOC 2 Type 2 and HIPAA compliant online depository with encryption.
- **Central Organization:** Digital, cloud-based, all-in-one location for all documents related to each case – providing the ability to search, download, screenshare, and print all case documents with ease. No toggling back and forth between multiple platforms looking for documents; from intake to depository, all documents are corralled in one central location.
- **Unlimited File Storage:** All file formats supported and individual file sizes up to 15GB.
- **Fully Managed:** Oversight of the organization and maintenance of all case documents by the U.S. Legal Support Depository team: All discovery, pleadings, subpoenas, and more are maintained by our Depository Coordinator, freeing up time for your legal team.
- **Indexes:** Index of all documents in the depository and an index of email distribution lists for all parties in the case (attorneys and paralegals).
- **Compliance Management:** Our Depository Services team ensures compliance with how documents are produced (TIF, PDF, XLS, and more) and provides notices of compliance to other parties when documents enter the depository.
- **Concierge-Style Service:** Communicate with our Depository Services team via email for a seamless experience for the administration of all case documents.
- **Training:** One-on-one training for your team on how to use our Depository, which leverages Box.com.
- **Integration with our Digital Exhibit Platform:** When depositions begin, U.S. Legal Support can seamlessly move the entire depository directly into our digital exhibit management and sharing platform, InstantExhibit Plus™, creating a central digital collection of all exhibits needed for deposition.

## Meet the Depository Services Team Leader, Laura Montiel

Laura P. Montiel leads the Depository Services Team and is a Remote Support Analyst for U.S. Legal Support. We call her the “master of all things depository” because she meticulously keeps our clients organized and the management of their case files tidy. With U.S. Legal Support for nearly five years, Laura prioritizes compliance, but excels at creating an exceptional customer experience and lessening administrative headaches for our clients.



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For access to the U.S. Legal Support Depository, please contact your local representative: [www.uslegalsupport.com/locations/](http://www.uslegalsupport.com/locations/)