



# SELECT ORGANIZATIONAL & ADMINISTRATIVE RESOURCE SERVICES

**S.O.A.R.S.** *Post Office Box 6385 Albuquerque, New Mexico - 87197 / 505-288-1900*

## **SERVICES PROVIDED**

### Investigations

- General Liability,
- Employment Rights,
- Bodily Injury,
- Property Damage,
- Civil Rights,
- Medical Malpractice,
- Workers' Compensation,
- Law Enforcement Torts,
- Personnel Matters
- Pre & Post Employment Suitability
- Skip-Tracing
- Background Inquiries

### Litigation Support Services

- Locating Absent Clients,
- Witness Locating,
- Conducting Neighborhood Canvases,
- Witness Interviews,
- Document Collection,
- Personnel Policies Review,
- Agency Procedures Review,
- Scene & Aerial Photography,
- Trial Exhibits Preparation,
- Collect, Organizing and Summarize Large Volumes of Documents,
- Expert Witness Background & Experience Verification,
- Draft Input for Interrogatories, Request for Production & Admissions,
- Draft Input Interrogatories, Request for Production & Admissions Responses,