

EMBRACING THE JOURNEY



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# E. LEE WILSON & ASSOCIATES, LLC

## COMPREHENSIVE CASE REVIEW & LITIGATION SUPPORT SERVICES

CRIMINAL • CIVIL • APPELLATE • POST-CONVICTION  
FEDERAL HABEAS CORPUS (28 U.S.C. § 2254)

### PROFESSIONAL SUPPORT FOR:



ATTORNEYS



LAW OFFICES



PRO SE  
LITIGANTS



INCARCERATED  
INDIVIDUALS



FAMILY MEMBERS  
SEEKING GUIDANCE

### SERVICES INCLUDE:

- ✓ CASE FILE REVIEW
- ✓ RECORD ORGANIZATION
- ✓ LITIGATION SUPPORT
- ✓ PUBLIC RECORDS RESEARCH
- ✓ APPELLATE REVIEW ASSISTANCE
- ✓ FEDERAL HABEAS CORPUS SUPPORT
- ✓ POST-CONVICTION CASE DEVELOPMENT
- ✓ ATTORNEY REFERRAL ASSISTANCE



Organized Records. Meaningful Review.  
Professional Support.



## EDWARD WILSON JR.

PRESIDENT



ewwilson.com



eleewilson3619@gmail.com



772-834-7559



Serving Clients Throughout Florida  
and Beyond



PROFESSIONAL. RELIABLE. DEDICATED TO EXCELLENCE.  
Helping Attorneys and Individuals Navigate Complex Legal Matters  
Through Organization, Research, and Experience.



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## **OVERVIEW:**

### **E. Lee Wilson & Associates, LLC**

#### **Attorney Litigation Support Information Packet**

##### **Who We Serve**

- Solo practitioners
- Small law firms
- Appellate counsel
- Trial Counsel (civil/criminal)
- Post-conviction counsel
- Habeas practitioners
- Criminal defense attorneys
- Conflict Counsel

##### **Services Available**

##### **Case Record Organization**

- Sorting and indexing files
- Chronological organization
- Exhibit identification

##### **Litigation Support**

- Timeline development
- Missing-document identification
- Administrative file review
- Research capabilities

##### **Document Management**

- Large-volume record organization
- Digital file preparation
- Attorney-ready document packages

##### **Benefits**

- Save attorney time

- Reduce administrative workload
- Improve file organization
- Streamline case review

### **Consultation Process**

1. Initial consultation
2. File review
3. Scope of work
4. Delivery of organized materials

### **Contact Information**

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President

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### **Disclaimer**

E. Lee Wilson & Associates, LLC is not a law firm and does not provide legal advice, legal representation, or attorney-client services. All services are administrative, organizational, and informational in nature.

President

E. Lee Wilson & Associates, LLC

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### **Organized Records.**

### **Meaningful Review.**

### **Professional Support.**

Prepared for Attorneys, Law Offices, and Legal Professionals Seeking Reliable Litigation-Support Services.

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## **WELCOME LETTER**

### **A Message from Edward Wilson Jr.**

#### **President, E. Lee Wilson & Associates, LLC:**

Dear Attorney,

Thank you for taking the time to review this information packet and learn more about E. Lee Wilson & Associates, LLC.

My name is Edward Wilson Jr., and I founded this company to provide attorneys and their clients with professional case review, records organization, litigation support, and research assistance developed through decades of practical experience analyzing legal records and post-conviction litigation.

Throughout my journey, I have devoted countless hours to reviewing trial transcripts, court files, sentencing records, appellate briefs, post-conviction pleadings, public records, and federal habeas corpus materials. That experience has provided me with a unique perspective on how large case files can be organized, analyzed, and prepared for efficient attorney review.

Today, E. Lee Wilson & Associates, LLC serves as a professional support resource for attorneys, law offices, incarcerated individuals, and family members seeking assistance in understanding, organizing, and managing complex case records.

Our mission is simple:

"To help attorneys save time, improve case organization, identify missing records, and efficiently manage large volumes of litigation materials so they can focus their time and attention on legal advocacy."

Respectfully,

Edward Wilson Jr.

President

E. Lee Wilson & Associates, LLC

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## **PROFESSIONAL BIOGRAPHY**

**Edward Wilson Jr.**

**President, E. Lee Wilson & Associates, LLC**

Edward Wilson Jr. is a consultant, author, researcher, and founder of E. Lee Wilson & Associates, LLC, an independent litigation-support and case-review consulting company serving attorneys, law offices, legal professionals, incarcerated individuals, and families.

Mr. Wilson brings more than three decades of experience reviewing, organizing, researching, and analyzing complex litigation records involving criminal, civil, appellate, post-conviction, and federal habeas corpus matters.

His work has focused extensively on the management of large case files, transcript review, chronology development, public-records research, and preparation of structured case-review materials designed to assist attorneys in efficiently navigating complex records.

Mr. Wilson is the author of several educational publications, including:

- Florida Post-Conviction Relief: A Guide to Rule 3.850 Motions
- Super Post-Conviction Layman's Litigation Manual
- A Toast to the Establishment: Eyekon the Union

He is also the creator of the Florida Post-Conviction Starter Kit and host of Beyond the Conviction: The Post-Conviction Project.

His professional mission remains simple:

"To help transform complex and often overwhelming records into organized, understandable, and useful litigation-support materials that assist attorneys and their clients."

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## **PROFESSIONAL OVERVIEW**

E. Lee Wilson & Associates, LLC provides independent case-review and litigation support services to attorneys, law offices, legal professionals, and organizations requiring assistance with the review, organization, and management of complex case records.

Our services are designed to help attorneys efficiently navigate large volumes of documents while maintaining focus on advocacy, litigation strategy, client communication, negotiation, and courtroom responsibilities.

Whether a matter involves criminal litigation, civil litigation, appellate proceedings, state post-conviction review, federal habeas corpus proceedings, or public-records research, our objective remains the same:

To transform complex and often overwhelming records into organized, understandable, and useful litigation-support materials.

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### **AREAS OF EXPERIENCE**

#### **Criminal Litigation Support**

Experience reviewing and organizing records involving:

- Jury trials
- Plea proceedings
- Sentencing hearings
- Habitual offender proceedings
- Discovery materials
- Witness statements
- Trial transcripts
- Criminal procedural matters
- Constitutional claims
- Post-trial litigation records

#### **Civil Litigation Support**

Experience assisting with:

- Record organization
- Document indexing
- Chronology development

- Procedural history preparation
- Case-file management
- Litigation-support review **Appellate**

### **Litigation Support**

Experience reviewing and organizing:

- Appellate records
- Trial transcripts
- Court filings
- Orders and judgments
- Procedural histories
- Record citations
- Preservation-of-error materials **State Post-Conviction Litigation Support** Experience

reviewing records involving:

- Florida Rule 3.850 Proceedings
- Florida Rule 3.800(a) Proceedings
- Florida Rule 3.800(b) Proceedings
- Florida Rule 3.801 Proceedings
- Florida Rule 9.141 Proceedings
- Newly Discovered Evidence Claims
- Ineffective Assistance of Counsel Claims
- Sentencing Challenges
- Constitutional Challenges
- Successive Post-Conviction Proceedings

### **Federal Habeas Corpus Litigation Support 28 U.S.C. § 2254**

Experience reviewing and organizing records involving the following:

- Exhaustion of State Remedies

- Procedural Default Issues
- AEDPA Statute of Limitations Analysis
- Equitable Tolling Considerations
- Federal Constitutional Claims
- Certificate of Appealability (COA) Issues
- Successive Petition Considerations
- Record Development and Organization
- Federal Court Filing Histories
- State-to-Federal Procedural Chronologies **Public Records & Case Research Support**

Experience assisting with:

- Public Records Requests
- Court-Record Acquisition
- Agency-Record Acquisition
- Historical Record Retrieval
- Record Organization
- Litigation-Support Research • Document Management

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### **CORE LITIGATION SUPPORT DELIVERABLES**

*Attorneys do not simply hire services; they hire results.*

E. Lee Wilson & Associates, LLC focuses on producing organized, professional, and useful work product that assists attorneys in efficiently managing complex records and litigation materials.

The following represent the primary deliverables available through our litigation support services.

#### **Comprehensive Case Review Memoranda**

Structured reports designed to provide attorneys with an organized overview of complex records.

Deliverables may include:

- Procedural Histories
- Litigation Chronologies
- Document Inventories
- Record Summaries
- Missing-Record Identification
- Organizational Observations

### **Chronology & Timeline Development**

Preparation of comprehensive timelines designed to help attorneys quickly understand the procedural history of a case.

Examples include:

- Trial Timelines
- Appellate Timelines
- Post-Conviction Timelines
- Federal Habeas Timelines
- State-to-Federal Procedural Chronologies

### **Record Organization & Indexing**

Organization of large records into efficient and manageable formats.

Deliverables may include:

- Record Indexes
- Transcript Indexes
- Exhibit Inventories
- Electronic File Organization
- Categorized Document Systems

### **Public Records Research Packages**

Assistance obtaining and organizing publicly available records for attorney review.

Deliverables may include:

- Organized Record Collections
- Public-Record Inventories
- Records-Request Tracking
- Research Summaries

### **Case Preparation Packages**

Comprehensive organizational support designed to help attorneys efficiently review large and complex files.

Deliverables may include:

- Chronologies
- Record Indexes
- Document Inventories
- Case Summaries
- Organizational Reports

### **Transcript & Record Management**

Services designed to assist attorneys working with extensive transcripts and voluminous records.

Deliverables may include:

- Transcript Organization
- Witness-Testimony Indexing
- Record Categorization
- Exhibit Tracking
- Cross-Referenced Document Systems

### **OUR OBJECTIVE**

To provide attorneys with organized, professional, and dependable litigation-support materials that improve efficiency and simplify the management of complex records. f.

## **PUBLICATIONS, EDUCATIONAL RESOURCES & PROFESSIONAL PROJECTS**

E. Lee Wilson & Associates, LLC is committed to developing educational resources, litigation-support tools, and publications designed to assist attorneys, legal professionals, incarcerated individuals, and families in understanding and organizing complex legal matters.

These projects reflect an ongoing commitment to legal education, record organization, litigation support, and public access to information.

### **PUBLICATIONS:**

#### **Florida Post-Conviction Relief: A Guide to Rule 3.850 Motions**

A practical educational guide designed to assist readers in understanding Florida postconviction procedures, motion requirements, record preparation, and litigation concepts associated with Rule 3.850 proceedings.

This publication serves as an introductory resource for individuals seeking a better understanding of post-conviction litigation and attorney consultation preparation.

#### **Super Post-Conviction Layman's Litigation Manual A**

comprehensive educational resource addressing:

- State Post-Conviction Proceedings
- Federal Habeas Corpus Litigation
- Public-Records Research
- Case Preparation Strategies
- Record Organization Systems
- Litigation-Support Concepts
- Pro Se Litigation Education

The manual was developed to provide readers with a structured understanding of postconviction litigation and the importance of effective record management.

#### **A Toast to the Establishment: Eyekon the Union**

A published literary work reflecting Mr. Wilson's commitment to education, writing, personal development, and public engagement.

#### **Florida Post-Conviction Starter Kit**

Available as a complimentary download through:

ewwilson.com

The Starter Kit was created to help incarcerated individuals and family members organize records and prepare for meaningful attorney consultations.

The Starter Kit includes:

- Case Preparation Checklists
- Document Organization Guides
- Public Records Information
- Attorney Consultation Worksheets
- Litigation Timeline Worksheets
- Case-Management Resources

This resource reflects our belief that organized records create opportunities for meaningful review and productive attorney-client communication.

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### **WHY ATTORNEYS REFER CASES TO E. LEE WILSON & ASSOCIATES, LLC**

Attorneys routinely face significant challenges when managing large and complex case files.

Modern litigation often involves thousands of pages of transcripts, pleadings, exhibits, discovery materials, public records, and procedural filings spanning many years.

E. Lee Wilson & Associates, LLC was established to assist attorneys in efficiently organizing and managing those records so that legal professionals can devote more time to legal analysis, client communication, litigation strategy, negotiation, and courtroom advocacy.

### **Efficient Management of Large Records**

Many cases involve voluminous records that can be difficult to review efficiently.

Our services assist attorneys by:

- Organizing extensive case files
- Structuring records into usable formats
- Developing chronological timelines
- Creating procedural histories

- Identifying missing materials
- Improving overall file accessibility

Well-organized records frequently result in more efficient case preparation.

### **Chronology & Timeline Development**

One of the most valuable tools in litigation is a clear and accurate timeline.

Our chronology-development services assist attorneys by organizing:

- Litigation Events
- Court Proceedings
- Filing Histories
- Appellate Activity
- Post-Conviction Proceedings
- Federal Habeas Proceedings

This allows attorneys to quickly understand the procedural posture of a case.

### **An Additional Set of Trained Eyes**

Complex records often benefit from additional review.

Our services provide attorneys with an independent review process focused upon:

- Record Organization
- Timeline Development
- Document Management
- Identification of Record Gaps
- Factual & Procedural Chronology

While attorneys remain solely responsible for all legal conclusions and litigation decisions, an organized and well-structured record can significantly improve efficiency during case preparation.

### **Cost-Effective Litigation Support**

Many litigation tasks involve extensive record review and organization.

By utilizing litigation-support services, attorneys may reduce the time required for:

- File Organization
- Record Management
- Document Indexing
- Chronology Preparation
- Public-Records Organization

This allows attorneys to concentrate on legal advocacy while organizational tasks are addressed separately. **Professional Collaboration** Our objective is simple:

To work alongside attorneys as a reliable litigation-support resource by helping organize, structure, and manage records in a professional and efficient manner.

Our role is not to provide legal advice or legal conclusions.

Our role is to help attorneys work more efficiently with the information already contained within the record.

At E. Lee Wilson & Associates, LLC, we believe that organized records create better opportunities for meaningful review.

Whether a matter involves a criminal trial, civil dispute, appellate proceeding, postconviction motion, or federal habeas corpus petition, our commitment remains the same:

- Professionalism
- Organization
- Reliability
- Thoroughness
- Respect for the Attorney-Client Relationship

We strive to provide attorneys with organized, structured, and useful litigation-support materials that help simplify complex records and improve overall efficiency.

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## **THE STORY BEHIND E. LEE WILSON & ASSOCIATES, LLC Every**

professional organization has a story.

The story behind E. Lee Wilson & Associates, LLC is one of perseverance, education, personal growth, and an unwavering commitment to helping others navigate complex legal systems.

Edward Wilson Jr. was released from incarceration in December 2024 after serving more than 34 years in prison. During those years, he devoted himself to legal education, research, record review, and the study of criminal procedure, constitutional law, appellate litigation, post-conviction remedies, and federal habeas corpus proceedings.

Over time, what began as a personal effort to understand the legal system evolved into decades of experience reviewing transcripts, pleadings, appellate records, public records, post-conviction filings, and federal habeas corpus materials; often-times supervising teams of inmate law clerks assigned to assist the thousands of inmates housed at any given Institution in the State of Florida. Mr. Wilson was first Certified as a Law Clerk in April of 1994.

Throughout that journey, Mr. Wilson observed a recurring challenge faced by attorneys, incarcerated individuals, and families alike:

Large and complex records often become overwhelming.

Critical documents become difficult to locate.

Procedural histories become complicated.

Years of litigation can generate thousands of pages of records spread across multiple courts, agencies, and proceedings.

Recognizing these challenges, Mr. Wilson envisioned a company dedicated to helping bring structure, organization, and clarity to complex case files.

That vision became E. Lee Wilson & Associates, LLC.

Today, the company serves as an independent litigation-support and case-review resource focused upon:

- Record Organization

- Chronology Development
- Public-Records Research Assistance
- Document Management
- Case Review Support

- Litigation-Support Deliverables

The mission of the company is not to practice law.

The mission is to assist attorneys and legal professionals by helping transform large and often overwhelming records into organized, understandable, and useful litigation support materials.

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### **HOW THE PROCESS WORKS**

E. Lee Wilson & Associates, LLC has developed a straightforward process designed to assist attorneys in organizing, reviewing, and managing complex records.

Our goal is to make the process simple, professional, and efficient while allowing attorneys to maintain complete control over legal strategy and representation.

#### **STEP 1 Initial Consultation & Project Discussion**

The process begins with a discussion regarding:

- Type of Matter Involved
- Volume of Records
- Scope of Requested Services
- Desired Deliverables
- Project Timelines
- Special Organizational Needs

This discussion helps establish expectations and project objectives.

#### **STEP 2 Transfer of Records & Materials**

Records are provided for review and organization.

Materials may include:

- Pleadings
- Court Orders
- Trial Transcripts
- Appellate Records

- Discovery Materials
- Public Records
- Supporting Documentation

Electronic submission is preferred whenever possible to improve efficiency.

### **STEP 3 Record Organization & Review**

Records are organized according to the objectives established during consultation.

Services may include:

- Record Indexing
- Chronology Development
- Transcript Organization
- Document Categorization
- Procedural History Preparation
- Public-Records Organization
- Case-File Management

The objective is to transform large and often disorganized records into manageable formats.

### **STEP 4 Preparation of Deliverables**

Following review and organization, requested materials are prepared.

Deliverables may include:

- Chronological Timelines
- Procedural Histories
- Record Indexes
- Document Inventories
- Case Summary Memoranda
- Organizational Reports
- Litigation-Support Materials

Each project is tailored to the needs of the attorney and the specific case

## **STEP 5 Delivery & Attorney Review**

Completed materials are returned for attorney review.

Attorneys remain solely responsible for:

- Legal Analysis
- Legal Conclusions
- Litigation Strategy
- Client Representation
- Court Filings • Legal Advice

Our role remains limited to litigation-support services, organization, and informational consulting.

## **STEP 6 Follow-Up Support**

Additional support may be available regarding:

- Clarification of Deliverables
- Additional Record Organization
- Supplemental Chronologies
- Additional Document Management

*The objective is to ensure attorneys receive useful, organized, and professionally prepared support materials.*

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## **REPRESENTATIVE PROJECTS & CASE TYPES**

The following examples illustrate the types of projects E. Lee Wilson & Associates, LLC may assist attorneys with. These examples are representative in nature and do not identify any client, attorney, law office, or confidential matter.

### **Criminal Trial Record Organization** Representative

Project:

Review and organization of extensive criminal case files involving:

- Multi-Volume Trial Transcripts

- Discovery Materials
- Sentencing Records
- Pleadings & Court Orders • Witness-Related Documentation Typical Deliverables:
- Chronological Timelines
- Record Indexes
- Document Inventories
- Organized Electronic Files
- Case Summary Memoranda **Appellate Record Management** Representative Project:

Organization and review of appellate records involving:

- Trial Transcripts
- Appellate Briefs
- Court Orders
- Procedural Histories
- Record Citations

Typical Deliverables:

- Procedural Histories
- Filing Chronologies
- Transcript Indexes
- Record Organization Reports **State Post-Conviction Litigation Support** Representative Project:

Review and organization of records involving:

- Rule 3.850 Proceedings
- Rule 3.800 Proceedings
- Rule 9.141 Proceedings
- Newly Discovered Evidence Claims
- Ineffective Assistance Claims Typical Deliverables:

- Litigation Timelines
- Filing Histories
- Record Summaries
- Document Inventories
- Organizational Memoranda

**Federal Habeas Corpus Record Organization** Representative

Project:

Review and organization of materials associated with:

**28 U.S.C. § 2254 Proceedings** Including:

- State Court Records
- Appellate Records
- Post-Conviction Records
- Federal Pleadings
- Procedural Histories
- Public Records

Typical Deliverables:

- State-to-Federal Litigation Chronologies
- Exhaustion Timelines
- Record Inventories
- Organized Electronic Files
- Procedural-History Summaries **Public Records Research Projects** Representative Project:

Assistance obtaining and organizing publicly available records from:

- Courts
- Government Agencies
- Public Records Custodians
- Administrative Agencies

Typical Deliverables:

- Record Inventories
- Organized Document Collections
- Public-Records Indexes
- Research Summaries

**Civil Litigation Document Management** Representative

Project:

Organization and management of extensive civil litigation records involving:

- Pleadings
  - Motions
  - Orders
  - Discovery Materials
  - Correspondence
  - Supporting Documentation
- Typical Deliverables:
- Document-Management Systems
  - Chronological Timelines
  - Litigation Histories
  - Record Indexes
  - Case Summaries

**High-Volume File Management** Representative

Project:

Cases involving thousands of pages of records generated across multiple years of litigation.

Typical Deliverables:

- Comprehensive File Organization
- Chronological Record Development
- Document Indexing

- Record Categorization
- Structured Case-Review Materials

Our objective is to provide organized, professional, and useful litigation-support materials that assist attorneys in efficiently managing complex records.

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### **ENGAGEMENTS, PROJECT STRUCTURES & FEES**

E. Lee Wilson & Associates, LLC understands that no two cases are alike.

The volume of records, complexity of litigation history, number of proceedings involved, and scope of requested services can vary significantly from one matter to another.

For this reason, services are offered on a project-specific basis rather than through a fixed fee schedule.

Our objective is to provide flexible litigation-support solutions tailored to the unique needs of each attorney, law office, and matter.

### **PROJECT-BASED PRICING**

Every project is evaluated individually.

Fees are determined after consideration of factors including:

- Volume of Records
- Number of Transcripts
- Length of Procedural History
- Complexity of Record Organization
- Scope of Requested Services
- Nature of Requested Deliverables
- Time Requirements
- Anticipated Project Timeline
- Deadline Considerations

This approach allows services to remain flexible while ensuring that attorneys receive support appropriate to the size and complexity of the matter.

## **TYPES OF ENGAGEMENTS Limited-Scope Projects**

Some attorneys require assistance with a specific organizational task rather than a complete file review.

Examples may include:

- Chronology Preparation
- Record Indexing
- Transcript Organization
- Public-Records Organization
- Document Inventories
- Timeline Development

These assignments are designed to address targeted organizational needs within a case.

## **Comprehensive Record Review Projects**

Certain matters involve extensive records requiring a broader level of organization and support.

Examples may include:

- Multi-Volume Record Organization
- Litigation Timeline Development
- Case Summary Memoranda
- Procedural History Preparation
- Public-Records Management
- Large-File Organization

These projects are tailored to attorneys managing complex records requiring substantial review and organization.

## **Ongoing Litigation-Support Relationships**

In some instances, attorneys and law offices may utilize E. Lee Wilson & Associates, LLC on a recurring basis.

Examples may include:

- Record Organization
- Chronology Development
- Public-Records Assistance
- File Management
- Case-Support Projects
- Continuing Litigation-Support Needs

The availability and structure of ongoing engagements are determined on a case-by-case basis.

### **CONSULTATION & PROJECT ASSESSMENT**

Before undertaking any project, a consultation is conducted to discuss:

- Project Objectives
- Scope of Requested Services
- Desired Deliverables
- Project Timelines
- Record Volume
- Estimated Fees

This process helps ensure that expectations are clearly established before work begins.

### **WHAT ATTORNEYS RECEIVE**

Depending upon the nature of the project, deliverables may include:

- Chronological Timelines
- Procedural Histories
- Record Indexes
- Transcript Indexes
- Document Inventories
- Case Summary Memoranda
- Public-Records Packages

- Organizational Reports
- Litigation-Support Materials

Each project is customized to meet the specific needs of the attorney and matter involved.

### **VALUE-DRIVEN SERVICES**

The objective of E. Lee Wilson & Associates, LLC is not simply to provide a service.

Our objective is to provide attorneys with organized, professional, and useful litigation support materials that save time, improve efficiency, and assist in the management of complex records.

Every project is approached with an emphasis upon:

Professionalism

Organization

Reliability

Efficiency

Practical Value

Attention to Detail

### **PROFESSIONAL EXPECTATIONS**

Attorneys utilizing our services can expect:

- Clear Communication
- Professional Presentation
- Confidential Handling of Records
- Organized Deliverables
- Respect for Project Deadlines
- Professional Collaboration

We understand that attorneys rely upon efficiency, reliability, and professionalism when managing client matters.

Our commitment is to provide litigation-support assistance that reflects those same values.

## **IMPORTANT NOTE REGARDING SERVICES**

E. Lee Wilson & Associates, LLC is not a law firm and does not provide legal advice, legal opinions, legal representation, or legal conclusions.

All services are limited to:

- Record Review
- Record Organization
- Chronology Development
- Public-Records Assistance
- Litigation-Support Assistance
- Research Support
- Informational Consulting

Attorneys remain solely responsible for all legal analysis, legal advice, litigation strategy, court filings, and client representation.

Because every matter is unique, fees are determined individually based upon the needs of the attorney and the requirements of the project.

Our commitment is simple:

To provide organized, professional, dependable, and value-driven litigation-support services that assist attorneys in efficiently managing complex records while preserving the attorney's exclusive role as legal advisor and advocate.

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## **PROFESSIONAL PRINCIPLES**

### **The Principles That Guide Our Work**

At E. Lee Wilson & Associates, LLC, we believe that effective litigation support begins with organization, professionalism, and attention to detail.

The following principles guide every project we undertake.

### **Organization Creates Efficiency**

Well-organized records allow attorneys to spend less time searching for information and more time focusing on advocacy, litigation strategy, negotiation, and client representation.

### **Accurate Records Matter**

Meaningful review begins with accurate and accessible records.

The quality of record organization often influences the quality and efficiency of case preparation.

### **Preparation Improves Productivity**

Complex litigation requires preparation.

Chronologies; procedural histories, organized files, and structured materials help simplify complicated records and improve efficiency.

### **Professionalism Builds Trust**

Attorneys depend upon reliability, consistency, and professionalism.

Every project should reflect respect for the attorney-client relationship and the importance of the work being performed.

### **Every File Deserves Meaningful Review**

Behind every file is a client, a family, a business, or an individual seeking answers.

Every project deserves careful attention and thoughtful organization.

### **Education Empowers Understanding**

Knowledge and organization help individuals and professionals make informed decisions.

We believe educational resources and structured information can improve understanding and efficiency.

### **Service Through Excellence**

Our objective is not merely to organize records.

Our objective is to provide attorneys and legal professionals with dependable litigation support materials that simplify complexity and promote meaningful review.

## **OUR COMMITMENT**

We remain committed to:

Professionalism

Organization

Reliability

Thoroughness

Efficiency

Respect

These principles define the foundation of E. Lee Wilson & Associates, LLC and guide every service we provide.

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## **CONTACT INFORMATION & NEXT STEPS**

### **LET'S DISCUSS YOUR PROJECT**

Whether your matter involves criminal litigation, civil litigation, appellate proceedings, state post-conviction review, federal habeas corpus proceedings, public-records research, or large-scale record organization, E. Lee Wilson & Associates, LLC welcomes the opportunity to discuss how our litigation-support services may assist your office.

Because every case is different, the first step is a conversation.

A brief consultation allows us to better understand the nature of the matter, the scope of records involved, and the type of assistance being requested.

### **WHAT INFORMATION SHOULD BE PROVIDED?**

To facilitate an initial discussion, attorneys may be prepared to provide:

- General Description of the Matter
- Type of Proceeding Involved
- Estimated Volume of Records
- Number of Transcripts (if applicable)

- Nature of Requested Services
- Desired Deliverables
- Anticipated Deadlines

This information helps determine the most efficient approach for the project.

## **WHAT HAPPENS NEXT?**

### **Step 1**

Project objectives are discussed.

### **Step 2**

Scope of services is identified.

### **Step 3**

Estimated fees and timelines are provided.

### **Step 4**

Records are transferred for review and organization.

### **Step 5**

Requested deliverables are prepared.

### **Step 6**

Completed materials are returned for attorney review.

This process is designed to be straightforward, efficient, and responsive to the needs of each attorney and matter.

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## **COMPLIMENTARY RESOURCES AVAILABLE**

Attorneys, legal professionals, incarcerated individuals, and family members may access educational resources and litigation-support materials through:

[ewwilson.com](http://ewwilson.com)

Including:

Florida Post-Conviction Starter Kit

Educational Publications

Beyond the Conviction: The Post-Conviction Project

Litigation-Support Information

Consultation & Case Review Resources

**CONTACT INFORMATION**

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Website: [ewwilson.com](http://ewwilson.com)

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**THANK YOU**

Thank you for taking the time to learn more about E. Lee Wilson & Associates, LLC.

We recognize the important work attorneys perform on behalf of their clients and appreciate the opportunity to serve as a litigation-support resource.

Our commitment is simple:

To provide organized, professional, and dependable litigation-support services that help attorneys work more efficiently with complex records while maintaining complete respect for the attorney's exclusive role in providing legal advice, legal strategy, and client representation.

We look forward to the opportunity to assist your office.

Respectfully,

Edward Wilson Jr.

President

E. Lee Wilson & Associates, LLC

**PROFESSIONAL DISCLAIMER**

E. Lee Wilson & Associates, LLC is an independent consulting and litigation-support company.

We are not attorneys and do not provide legal advice, legal representation, legal opinions, legal conclusions, or legal services.

All services are limited to:

- Record Review
- Document Organization
- Chronology Development
- Public-Records Assistance
- Litigation-Support Assistance
- Research Support
- Educational Resources
- Informational Consulting

Attorneys remain solely responsible for all legal analysis, legal advice, litigation strategy, court filings, and client representation.

Individuals seeking legal advice should consult a licensed attorney.

E. Lee Wilson & Associates, LLC