

# Alerts & Publications

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## In-House Counsel's Guide to Conducting Internal Investigations

October 1, 2010

O'Melveny & Myers LLP is pleased to announce the publication of a new handbook on internal investigations titled, "In-House Counsel's Guide to Conducting Internal Investigations."

The handbook provides a practical overview of key issues that arise in internal investigations. Sections include:

- Overview of the Internal Investigation Process
- When to Investigate
- Deciding Who Should Oversee and Conduct the Investigation
- Preserving the Attorney-Client Privilege and Attorney Work Product Protection
- Special Considerations for International Investigations
- Defining the Investigation's Scope and Procedure
- Document Preservation
- Document Collection Interviews
- Document Review
- Preparing for Interviews
- Conducting Interviews
- Creating Records and Reports During an Ongoing Investigation
- Reporting the Results of an Internal Investigation
- Determining Remediation
- Notifying the Government and Public Disclosure
- Summary of Internal Investigation Do's and Don'ts

The guide does not constitute legal advice and is meant to be used as an aid in guiding internal investigations effectively and efficiently. To request a

copy, please contact Mary Stahl at [mstahl@omm.com](mailto:mstahl@omm.com).

## About O'Melveny's White Collar Defense and Corporate Investigations Practice

The lawyers in O'Melveny's White Collar Defense and Corporate Investigations Practice represent companies, Board committees, and executives in high-stakes government investigations and trials, and in parallel administrative and civil proceedings throughout the United States and the world. Our team also conducts internal investigations and compliance reviews for public companies, broker-dealers, and investment advisers to assess the adequacy and assist in the development of policies, procedures, and internal controls for such entities.

## About O'Melveny & Myers LLP

With approximately 900 lawyers in 14 offices worldwide, O'Melveny & Myers LLP helps industry leaders across a broad array of sectors manage the complex challenges of succeeding in the global economy. We are a values-driven law firm, guided by the principles of excellence, leadership, and citizenship. Our commitment to these values is reflected in our dedication to improving access to justice through pro bono work and championing initiatives that increase the diversity of the legal profession.

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