

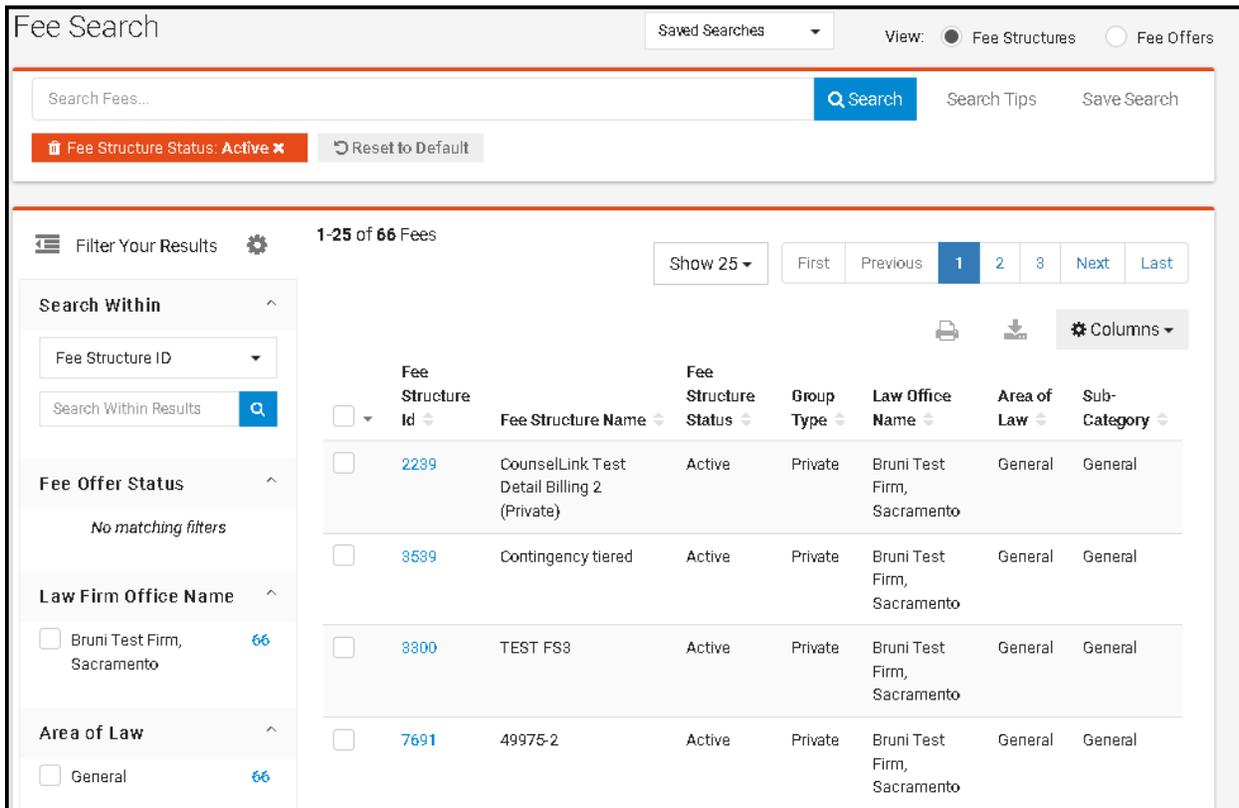
HOW TO ENTER RATES

LexisNexis must assign your law firm to your client before you will have access to the fee structure(s). To expedite this step you may contact **Attorney Implementation** at:

attorneyimplementation@lexisnexis.com

Once your firm has been assigned to your client:

- Select the client name in the upper left corner of your CounselLink Home page
- Click the '**Fees**' tab
 - The fee structures will list (if you do not find the fee structure you need, contact Attorney Implementation)



The screenshot shows the 'Fee Search' interface. At the top, there is a search bar with the text 'Search Fees...' and a 'Search' button. Below the search bar, there is a 'Fee Structure Status: Active' filter and a 'Reset to Default' button. The main content area displays a table of fee structures with columns for Fee Structure ID, Fee Structure Name, Fee Structure Status, Group Type, Law Office Name, Area of Law, and Sub-Category. The table shows five entries, with the first one being 'CounselLink Test Detail Billing 2 (Private)'. The interface also includes a 'Filter Your Results' sidebar on the left and a pagination control at the top right.

Fee Structure ID	Fee Structure Name	Fee Structure Status	Group Type	Law Office Name	Area of Law	Sub-Category
2239	CounselLink Test Detail Billing 2 (Private)	Active	Private	Bruni Test Firm, Sacramento	General	General
3539	Contingency tiered	Active	Private	Bruni Test Firm, Sacramento	General	General
3800	TEST FS3	Active	Private	Bruni Test Firm, Sacramento	General	General
7691	49975-2	Active	Private	Bruni Test Firm, Sacramento	General	General

- Click on fee structure ID # (it's a link)

Click the '**Add Fee Offer**' button in the lower right corner
(Note: If Add Fee Offer button is not displayed, this is a client controlled fee structure and they will enter your rates for you)

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The screenshot shows the 'Fee Offers' interface. It features a table with columns for Fee Offer ID, Fee Offer Name, Fee Offer Status, and Fee Offer Amount. The table is currently empty. In the bottom right corner, there is a button labeled 'Add Fee Offer', which is highlighted by a red arrow.

This will take you to the **Create New Fee Offer** screen (example):

Fee Offer Information				
Fee Offer ID: 0		Fee Offer Currency: US Dollar		
Status:				
STEP 1: Legal Fees				
Note: If your fee structure shows these levels-Partner, Associate, Paralegal-it is necessary that the Standard rates for each of these levels are entered in the correct boxes. Then, insert each timekeeper's individual rates into the boxes next to the person's name. Or, if stages are a part of the fee structure, then enter the fees for each stage in the box next to the stage number.				
Stage Structure				
Line	Stage(s)	Fee Type	MAP	Offered Fee
Line 1	Detailed Hourly	Detail Billing		
	Partner Rate		\$0.00 USD	\$ <input type="text"/> USD
	Associate Rate		\$0.00 USD	\$ <input type="text"/> USD
	Paralegal Rate		\$0.00 USD	\$ <input type="text"/> USD
Timekeeper Rates				
Timekeeper Rate Template: Download template				
File Name: <input type="text"/> Browse... Upload Rates				
File size limit is 3MB.				
Associate	Timekeeper	Initials	Rate	
Brooks, Elaine		ebb	\$ <input type="text"/>	USD
Settin, Joe		jss	\$ <input type="text"/>	USD
Partner	Timekeeper	Initials	Rate	
Humphries, Kim		krh	\$ <input type="text"/>	USD
Flat Rate Total:				\$ 0.00 USD

- Select the **'Fee Offer Currency'** in the upper right corner and make a selection if different from the default listing
- **Step 1: Enter rates**
- **Step 2: Effective Date** – Leave field default setting to **NOW (Cannot enter earlier date)**
- **Step 3: Counties** – Leave field default setting to **N/A-N/A**. (This selection must be applied to your fee offer under Offered Counties for your firm to be visible to your client for matter assignments)
- Click **'Save'** followed by **'Ok'**
- Repeat process if your firm needs to offer on additional fee structures listed on the **Fee Structure List** screen

When you clicked 'Ok', your fee offer goes into **Pending Approval** status and CounselLink sends a notification to your client letting them know that your rates are now ready for their review. NOTE: If the client requires their Billing Guidelines be acknowledged on-line, you will be notified at the top of the screen.

Links to access the **Previous Fee Structure List** is provided in the left margin for easy navigation.

Test Client (799559) Matters Invoices Fees Calendar Profiles Info Center	
<p>The fees offered are awaiting your customer's approval.</p> <p>Your client has requested that you review and accept their Billing Guidelines by 06/04/2017.</p>	
Fee Offer Overview: Bruni Test, Sacramento	
QuickLinks Previous Fee Structure List Fee Structure Overview Add/Edit Prompt Approval Discount Terms Add/Edit A/P process time Billing Guidelines Fee Offer History	Fee Structure Information Fee Structure ID: 2225 Name: CounselLink Test Detail Billing 1 (Private) In Use By: Fee Structure Currency: US Dollar Area of Law: General Group Type: Private
	Fee Offer Information Fee Offer ID: 5029583848 Status: Pending Approval Action Taken By: Date Action Taken: 04/05/2017 11:20 AM PDT Counties: N/A: N/A Reason for Offer:
	Fee Offer Currency: US Dollar Effective Date: 04/05/2017 11:20 AM PDT Offer Submitted By: Bruni, Keith Offer Submitted Email: keith.bruni@gmail.com