

INVOICE PROCESSING

Your client will use the CounselLink application to assign matters, and to receive and process your invoices. To accomplish this, all legal invoices will need to be submitted through CounselLink. After the invoice is processed, your client will approve and then provide payment to your firm directly.

To secure prompt and accurate payments to your firm, invoices in structured data format (LEDES) submitted via the web site www-p2.counsellink.net is preferred. However, CounselLink accepts invoices in the following methods:

1. **UPLOAD** - Upload a Structured Data File to CounselLink

- Export the invoice to the LEDES (ASCII) structured data format
 - Examples **LEDES 1998B, 1998BI, 2000 and XML 2.1**
- Log into www-p2.counsellink.net using your assigned login and password
- Click on the 'Import Invoice' link on the law firm home page
- Browse to the saved LEDES invoice, select it and click "Open"
- Complete any other necessary information on the Invoice Submission page and click "Submit File"

2. **CREATE ONLINE** - Create an Invoice in CounselLink

- Log into www-p2.counsellink.net using the assigned login and password
- Click on the Matter Search link on the law firm home page
- Search for the matter on which the invoice is to be submitted
- Select "Create Invoice" from the Action bar dropdown
- Enter information on the "Edit Invoice Screen" if applicable and click on Submit
- Enter fees and expenses from the invoice screen
- Submit invoice

If you need assistance, please contact:

Free 24x7 Customer Support

800-600-2282 press 2

+1 919.378.2713

<mailto:ask@lexisnexis.com>

INVOICES WITH TAXES

For the proper processing of taxes, please be sure to change the **Tax Computation** setting to 'Use upload entered values' on your 'Law Office Profile' screen. Please note, if the E-Billing format you are using is:

- LEDES 1998B
- LEDES 1998BI
- LEDES 2000
- LEDES XML 2.0
- Examen SDF

Be sure to submit your taxes on the 'Invoice Upload' screen and not in the LEDES file itself.