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| New Lexis Nexis Counsel Link LogoDear Counselor/Billing Contact:We are sending this letter on behalf of our mutual client, J.B. Hunt Transport, Inc.As you know, J.B. Hunt Transport, Inc. is transitioning to the LexisNexis® CounselLink application for the receipt, processing, and approval of your invoices.Please complete the steps outlined below as soon as possible, as all invoices will need to be submitted through CounselLink as of **August 30th, 2021**.  Let’s get started!  Please complete the following tasks:1. [**Register**](#Register)**\***
2. [**Add Timekeepers**](#Add)
3. [**Enter rates**](#Enter)
4. [**Acknowledge Billing Guidelines**](#Acknowledge)

**REGISTER**Please go to [www.counsellink.net](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=FOfuel83ojCCcgBOaSePvA%3d%3d&ReUrl=7c2eG4EEsE1ob3dN7vVX2PT6K9r6zf9cLzOOMEtQuU49bDaIW57O9k8s%2biVkmQmGt%2bvKLah%2byoK7vFWJtJsIx9lTw7HM2LOJyT0Evpwu8n93OCrNjDritUcVsT4Q%2fUIBAtNSs%2fg%2bsKpZHg9A7Io8Ld%2bJnsAH0i8iHjeC3VodrtLCYGAPiVcURtmdR9R63A0DGMvbrTijQpI%3d) and click the **'Sign Up'** link. * Click the following link to view the [**CounselLink Law Firm User Guide**](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=FOfuel83ojCCcgBOaSePvA%3d%3d&ReUrl=7c2eG4EEsE1ob3dN7vVX2PT6K9r6zf9cCEgAlfMMzYEmqi5kJupnz13aDoXpoJ%2btLQBIsM4p7LqdhyZ66UdJZ1m2Vnwj9sMbIhLK%2baS%2bn5%2bYVs0bRNuHtoMdu0FfJC7Q)

***\*If your firm is already registered with CounselLink, there is no need to re-register.* You can simply log on to your CounselLink account and add any timekeepers that bill J.B. Hunt Transport, Inc.** **to your office profile and then enter their rates using fee structure ID 8832 (hourly)** **and/or 8833 (flat rate).****ADD TIMEKEEPERS**From the Home page, click the link under **Offices:**Add Timekeepers Screen Shot* Go to the **Office Staff** section and review timekeepers
* If you need to add billers, click **Add User** and complete one screen per timekeeper
* Repeat until all timekeepers are entered

Office Staff Screen Shot**ENTER RATES**Once your firm is associated with your client, their name will display in the client drop down in the upper left corner of your CounselLink Home pageClick the **Fees** tab. If your firm bills J.B. Hunt hourly, use fee structure ID **8832**. If you bill J.B. Hunt a flat rate, please use fee structure **8833**.Click [**here**](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=FOfuel83ojCCcgBOaSePvA%3d%3d&ReUrl=7c2eG4EEsE1ob3dN7vVX2PT6K9r6zf9cCEgAlfMMzYEmqi5kJupnz13aDoXpoJ%2btLQBIsM4p7LqdhyZ66UdJZ1m2Vnwj9sMbIhLK%2baS%2bn5%2bYVs0bRNuHtoMdu0FfJC7Q) for instructions to enter rates***Negotiated Discounts:*** For firms with whom J.B. Hunt Transport, Inc. has negotiated discounts, the discount must be present on the fee offer. Click [HERE](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=FOfuel83ojCCcgBOaSePvA%3d%3d&ReUrl=7c2eG4EEsE1ob3dN7vVX2PT6K9r6zf9cCEgAlfMMzYEmqi5kJupnz13aDoXpoJ%2btLQBIsM4p7LqdhyZ66UdJZ1m2Vnwj9sMbfkPp1IjSpzwQivuPjOiZdw4QYwrnFV7o) for instructions to add a discount to your fee offer.**ACKNOWLEDGE BILLING GUIDELINES**J.B. Hunt Transport, Inc. has developed Outside Counsel Billing Guidelines and request you review carefully and incorporate these billing guidelines into your billing practices.**To acknowledge the guidelines:*** Click the blue **Billing Guidelines** link at the top of the sent fee offer
	+ You may also access this document by going to the **InfoCenter** tab and click **Billing Guidelines**
* Add a check mark in the acknowledgement box
* Click **'Accept'**

**TRAINING**LexisNexis provides **FREE** on-line training through the LexisNexis University, which is available at your convenience.  A link to access training is provided on the CounselLink Home page.  Click [HERE](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=FOfuel83ojCCcgBOaSePvA%3d%3d&ReUrl=7c2eG4EEsE1ob3dN7vVX2PT6K9r6zf9cCEgAlfMMzYEmqi5kJupnz13aDoXpoJ%2btLQBIsM4p7LqdhyZ66UdJZ1m2Vnwj9sMbgRUBuuVva8wZSHUi8mG88aJSPieOJSGV) for details**This will complete the registration requirements.** J.B. Hunt Transport, Inc. must complete the following steps before you can submit invoicing.  They are:1. Review and approve the fee offer
2. Assign matters to your CounselLink account

**BUDGETS**Upon receipt of your matter assignments, J.B. Hunt Transport, Inc. may require that some or all matters have a budget of fees and expenses expected for the life of the matter be submitted and approved by them prior to invoicing. Please see the CounselLink Law Firm User Guide for Instructions to Create a Budget. For invoicing assistance, please contact ask@lexisnexis.com or dial 800-600-2282.We look forward to your registration with the CounselLink application.Sincerely, **Keith Bruni**Specialist, Attorney Implementation, CounselLink**LexisNexis Legal & Professional**  Attorney Implementation Team-CounselLinkattorneyimplementation@lexisnexis.com **Free 24x7 Customer Support**800-600-2282+1 919.378.2713ask@lexisnexis.com  |

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