



Dear Counselor/Billing Contact:

We are sending this letter on behalf of our mutual client, L3Harris Technologies, Inc. (L3Harris). As you know, L3Harris is transitioning to the LexisNexis® CounselLink application for the receipt, processing, and approval of your invoices.

This letter provides you with key dates with tasks you will need to complete to submit your invoices to L3Harris through CounselLink.

### KEY DATES

<b>April 10, 2025</b>	Last day to submit invoices in Mitrastech (LawTrac)
<b>April 11 – April 30, 2025</b>	Blackout period where no invoices will be accepted
<b>May 1, 2025</b>	First day to submit invoices to L3Harris through CounselLink

Let's get started! Please complete the following tasks:

- [Register](#)
- [Add Timekeepers](#)
- [Enter rates](#)
- [Acknowledge Outside Counsel Engagement Standards](#)
- [Update/Confirm Address Information](#)

### REGISTER

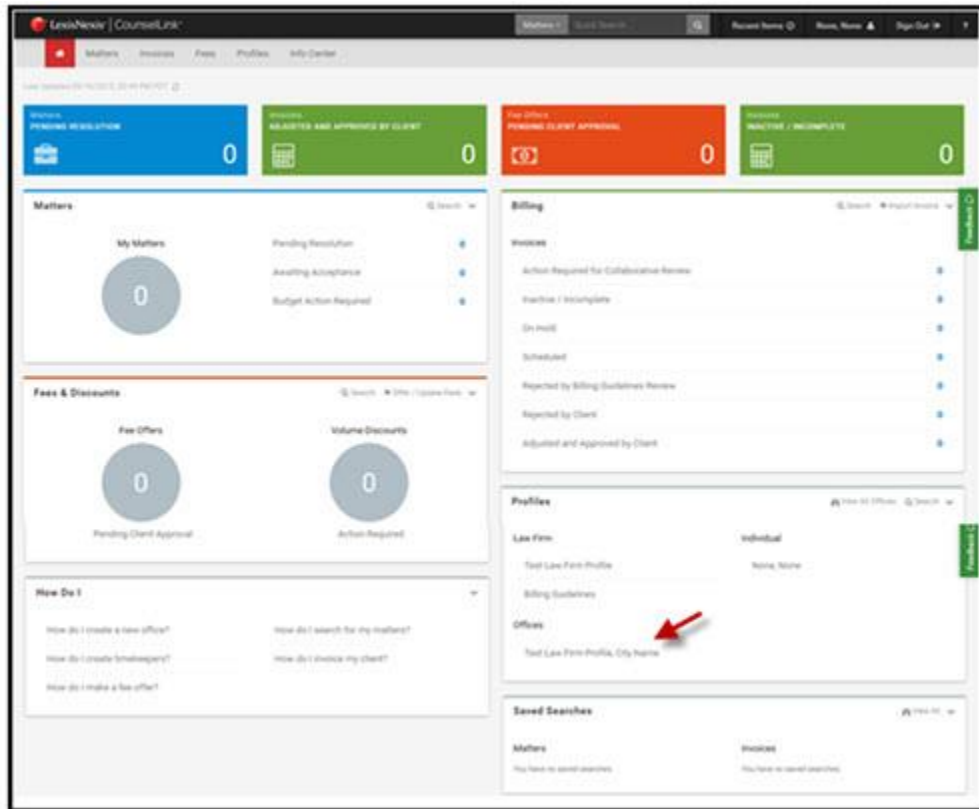
Please go to [www.counselink.net](http://www.counselink.net) and click the 'Sign Up' link.

- Click the following link to view the [CounselLink Law Firm User Guide](#)

***\*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 L3Harris to your office profile and then enter their rates using fee structure ID **9811** (hourly) or **9812** (flat fee).

### ADD TIMEKEEPERS

From the Home page, click the link under **Offices**:



- 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



## ENTER RATES

Once your firm is associated with your client, their name will display in the client drop down in upper left corner of your CounselLink Home page

Click the **Fees** tab and search for fee structure ID **9811** (hourly) or **9812** (flat fee). Click [here](#) for instructions to enter rates

***\*Please note that your fee offer must be submitted and approved before L3Harris can assign any matters to your firm***

**Negotiated Discounts:** For firms with whom L3Harris has negotiated discounts, the discount must be present on the fee offer. Click [HERE](#) for instructions to add a discount to your fee offer.

## ACKNOWLEDGE OUTSIDE COUNSEL ENGAGEMENT STANDARDS

L3Harris has developed new Billing Guidelines consistent with the implementation of CounselLink. Please review carefully and incorporate these billing guidelines into your billing practices. If your firm accepted the 2024 OCES or has negotiated an addendum to the OCES, note the only update is the addition of Exhibits E and F.

**To acknowledge the guidelines:**

- Click the **Billing Guidelines tab**
- Add a check mark in the acknowledgement box
- Click **Accept**

**UPDATE/CONFIRM ADDRESS INFORMATION**

For L3Harris to process invoices and payments to your firm, please be sure that your office address and remit to address in CounselLink are current. If you have any questions, please reply to this email.

**BUDGETS**

Upon receipt of your matter assignments, L3Harris 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. **If the client requires a budget, you will receive a CounselLink system generated email to submit your budget.**

**This will complete the registration requirements.** L3Harris must complete the following steps before you can submit invoicing. They are:

- Review and approve the fee offer
- Assign matters to your CounselLink account

**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](#) for details

For invoicing assistance, please contact [ask@lexisnexis.com](mailto:ask@lexisnexis.com) or dial 800-600-2282.

We look forward to your registration with the CounselLink application.

Sincerely,

**Attorney Onboarding Team - CounselLink**  
[attorneyimplementation@lexisnexis.com](mailto:attorneyimplementation@lexisnexis.com)

**Free 24x7 Customer Support**

Please direct all billing and invoicing questions or issues to:

ask@lexisnexis.com

1-800-600-2282

1-919-378-2713 International