Multi-stage Flat Fee Structures
CounselLink Invoicing Instructions

Please refer to these instructions when invoicing on your customer's 'Multi-stage Flat Fee Structure(s)':

You may submit, or create your invoices using one of these following three methods:

1. **Upload LEDES** formatted invoice(s) directly to the corresponding matter in CounselLink
2. **Create** invoices directly in the CounselLink system *(this is quicker than you think!)*
3. **Email** invoices to the CounselLink mailbox

The most important part is making sure the system knows which fee (aka stage) you are billing on.

1. UPLOAD LEDES SUBMISSIONS:

The following LEDES formats are acceptable:
- LEDES 1998B
- LEDES 1998BI
- LEDES 2000
- LEDES XML 2..1
- SDF 1.1
- SDF 1.2

Click here for CounselLink help on choosing the correct file format

When uploading, your charges you MUST include:
- Charge date
- Timekeeper (only if using the detailed hourly fee line/stage)
- **IMPORTANT:** Charge Description – you must include the line/stage number at the beginning of the description enclosed in brackets ("[]"}. See below for an example.
- Unit
- Rate/Amount
- Total Amount

Click here for CounselLink help on importing invoice files

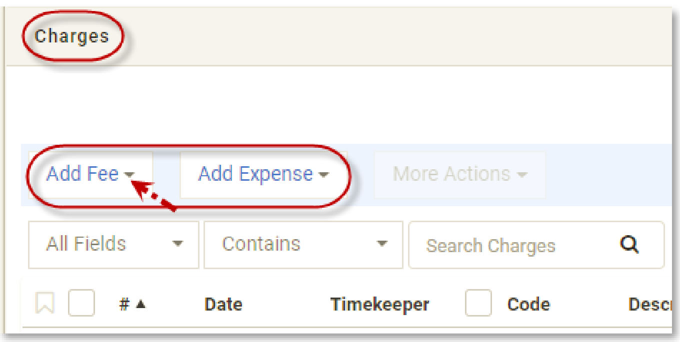
Sample charge description

Date	Description	Unit	Rate	Total
1/1/2025	[S10] Company Name Search	1	$100	$100

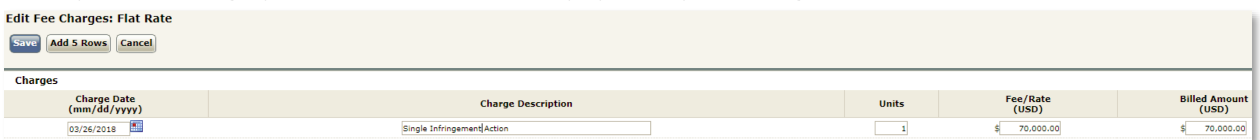
2. CREATE MANUAL INVOICE SUBMISSIONS:

It's very easy to create an invoice directly in CounselLink. Start by going to the "Invoice" tab within that matter you are trying to bill on.

- Under charges, you will add Add your flat fees, and expenses if allowed:



- Select your line/stage you want to bill and then populate your charge information:



- ***Efficiency Tip***: Since you are inputting the charge directly in the system, on the stage you are billing on, you do <u>not</u> need to enter in the stage number in the charge description.
- Click Save, and Activate your invoice when you are ready to send it over to your client.

3. EMAIL INVOICES FOR COUNSELLINK STAFF TO PROCESS:

Send one invoice per email to counsellinkinvoices@lexisnexis.com.

The following formats are acceptable:

- .pdf,
- .doc,
- .txt or
- .xls.

Just like in the LEDES example, the stage number <u>must</u> be included on the charge description:

<u>Sample charge description</u>

Date	Description	Unit	Rate	Total
1/1/2018	[S10] Company Name Search	1	$100	$100

[Click here](#) for CounselLink help on tips for mailing invoices.

Additional tips:

- Email invoice processing can take up to 7-10 days to appear in the system.
- Don't forget, the "S" in the stage number must be capitalized (**[S31]**, not [s31])
- Detailed hourly billing, along with a timekeeper name, will also need the stage number in the charge description for Ledes and email processing.

CONTACT INFORMATION

Free 24x7 Customer Support

Please direct all billing and invoicing questions or issues to:
800-600-2282
+1 919.378.2713
ask@lexisnexis.com