

# COOK COUNTY-OCJ

## Paper Processing Invoice Instructions

### REQUIRED INFORMATION FOR COUNSELLINK INVOICE PROCESSING

LAW FIRM NAME AND ADDRESS

CL MATTER NUMBER AND/OR CL TRACKING ID

UNIQUE INVOICE #

INVOICE DATE

TIMEKEEPER ID

TOTAL FEES

TOTAL EXPENSES

GRAND TOTAL

#### NOTE:

EACH CHARGE MUST INCLUDE THE FOLLOWING:

FEES – CHARGE DATE, DESCRIPTION, HOURS, AND AMOUNT (OR RATE).

TIMEKEEPER ID IF MORE THAN ONE TIMEKEEPER IS BEING BILLED.

EXP – CHARGE DATE, DESCRIPTION, AND AMOUNT. (QUANTITY IF APPLICABLE).

ALL BACKUP DOCS MUST BE INCLUDED **IN THE SAME FILE** AS THE INVOICE

ONE INVOICE PER FILE

ONE INVOICE NUMBER PER FILE-STRIKE THROUGH ANY OTHER INVOICE #'S

ONE MATTER PER INVOICE

BE SURE YOUR LAW FIRM IS ASSIGNED TO THE MATTER **BEFORE** SUBMISSION

**JUDGE'S SIGNATURE, JUDGE'S CODE, AND CLERK SEAL MUST BE INCLUDED IN EACH FILE**

Email invoices to: [counsellinkinvoices@lexisnexis.com](mailto:counsellinkinvoices@lexisnexis.com)