

CounselLink Implementation FAQ

Registration & Onboarding

Q: We received registration reminders from LexisNexis. Is NVIDIA transitioning to CounselLink?

A: Yes. NVIDIA is transitioning to the LexisNexis CounselLink application for the receipt, processing, and approval of invoices.

Action Required: Login to **CounselLink**, add timekeepers to your office profile, and enter rates on the appropriate fee structure.

Q: Our firm is already registered with CounselLink for another client. Do we need to re-register?

A: No. If your firm already has a CounselLink account, use the existing account and add NVIDIA timekeepers and rates.

Action Required: Login to your existing CounselLink account and add timekeepers/rates for NVIDIA.

Q: We have matters billed from a different location but only received a US invitation. How do we get access for other locations?

A: Contact LexisNexis Attorney Implementation to request access for additional office locations. They will coordinate with Legal Operations to assign the location and provide the appropriate fee structure.

Action Required: Email attorneyimplementation@lexisnexis.com with office location details and matter information.

Fee Offers & Rate Submissions

Q: We received a fee offer reminder but have not submitted yet. What happens if we do not submit a fee offer?

A: Matters will not be assigned to your firm until an approved fee offer is in the system. Without an approved fee offer, you will be unable to submit invoices through CounselLink.

A fee offer outlines your firm's payment terms, and the rates included in the approved offer apply to all assigned matters associated with that fee structure.

Action Required: Submit your fee offer via CounselLink before go-live.

Q: When is the deadline for submitting fee offers or rates?

A: Fee offers are being reviewed ahead of the February 16, 2026 go-live date.

Action Required: Submit fee offers as soon as possible for review and approval.

Q: Which rates should we submit for 2025 vs. 2026?

A: Enter your existing negotiated rates. If your firm will be sending 2026 rates for approval, submit a separate fee offer with the 2026 rates.

Action Required: Submit current negotiated rates now. If proposing 2026 rates, please reach out to your NVIDIA Contact (cc: legalops-cl@nvidia.com) to discuss and obtain approval. You will then need to submit a new fee offer, and it will be promptly approved.

Q: How long does fee offer approval take?

A: It depends on multiple factors, Legal Operations is reviewing fee offers to ensure accuracy, and we are working to get them approved ahead of go-live. Matters will be assigned once your fee offer is approved and the matters are loaded, typically a day or two before launch.

Action Required: Monitor CounselLink for approval notifications.

Q: What can we do to speed up the fee approval process?

A: You can speed up the process by providing legalops-cl@nvidia.com with the following:

- Reach out to your managing attorney to confirm and approve Timekeepers with LegalOps.
- Ensure you have submitted 2025 rates. If you submitted updated rates, these need to be approved and confirmed ahead of fee offer review. To expedite the evaluation process, please include a table detailing both past and prospective rates, and discounts if applicable.

Action Required: Proactively reach out to your managing attorney to expedite the review process.

Q: I submitted a fee offer incorrectly. Can it be deleted or rejected?

A: You can also void or invalidate a fee offer. Alternatively, Legal Operations can reject an incorrectly submitted fee offer so you can submit a corrected offer.

Action Required: Void or invalidate a fee offer, or email legalops-cl@nvidia.com with the Fee Offer ID and request rejection.

Q: Can I upload a document to present a unique fee arrangement instead of using the standard fee structure?

A: The fee structures are standardized. If you have a unique arrangement, send the fee document to Legal Operations for review and guidance on configuring the offer to match existing fee structures.

Action Required: Email the fee document to legalops-cl@nvidia.com for guidance.

Q: How should we handle rate discounts in our fee offer?

A: There are two ways.

1. Enter the discounted rate. Please attach a document or spreadsheet to the fee offer with the actual and discounted rates.
2. Enter your actual rack rates in the fee offer and add the discount entry directly in

the offer. CounselLink applies the discount at the invoice level. **The system supports various reductions, including Flat Percentage, Prompt Pay, and Volume Discounts.**

Action Required: Enter rack rates, add the discount in CounselLink, and submit invoices at rack rates.

Q: Our firm needs to amend timekeeper rates after initial submission. What should we do?

A: Submit an updated fee offer through CounselLink and notify Legal Operations of the specific timekeeper updates.

Action Required: Submit an updated fee offer and email legalops-cl@nvidia.com with the timekeeper IDs, names, and updated rates.

Fee Structures

Q: What billing requirements apply to CounselLink invoices?

A: Billing requirements are governed by the **NVIDIA OSPP** (Outside Counsel Spending Policy, July 2025). CounselLink validates invoices against the rule set mapped to your assigned fee structure (for example, Standard Rule Set for detailed hourly, Flat Fee Rule Set for flat fee, and NLV Rule Set for non-legal vendors).

Action Required: Follow **NVIDIA OSPP** and submit invoices aligned to the rule set for your assigned fee structure.

Q: There are multiple fee structures. Which one should we submit?

A: Select the fee structure based on the matter type and your existing billing method. All firms working on patent matters must use the regional Patent Fee Structure (US, EMEA, or APAC).

Action Required: Choose the fee structure that matches your billing arrangement. For patent matters, select the regional Patent Fee Structure (US, EMEA, or APAC).

Q: We use a flat fee structure, but the amount is different per matter or changes over the life of a matter. How should we enter our fee offer?

Note: You should consult with the managing attorney and legalops-cl@nvidia.com to coordinate these types of arrangements.

A: It is important to note that you should **consult with the managing attorney and email legalops-cl@nvidia.com** to coordinate these types of arrangements. These are the available options:

1. Preferred Option: Enter a "Base" Rate

- **Action:** Enter a standardized "base" rate in your fee offer. Base rate needs to be aligned with the firm's specific billing practices.
- **Billing:** On the invoice for a specific matter, you will use the **unit multiplier** to adjust the total to the correct, agreed-upon amount.

Examples: Multiple matters, NVidia repeatable flat fee offer set at \$5,000.00

Matter A

Date	Description	Quantity	Amount	Total
2026-01-12	Monthly Fees	2	\$5,000.00	\$20,000.00

Matter B

Date	Description	Quantity	Amount	Total
2026-01-12	Monthly Fees	7	\$5,000.00	\$35,000.00

Matter C

Date	Description	Quantity	Amount	Total
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2026-01-12	Monthly Fees	10	\$5,000.00	\$50,000.00
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2. Discouraged Option: Enter \$0

- **Action:** Enter \$0 in your fee offer.
- **Billing:** The final amount will be set per matter.
- **Note:** This is discouraged because it requires manually modifying the rates for **each** matter.

Q: (Patent Fee Structures) We have different rates for each line item depending on the matter region. Which (patent) fee structure should we use?

A: Only IP matters have regional fee structures. There are multiple ways to resolve this issue:

Case 1: Firm handles matters in the region and fee is determined by country.

- Example: Fees for matters in Greece are different from matters in Germany.
- Preferred option: Create multiple offices for your firm. Submit the EMEA fee structure for each office with the corresponding fees. Matters will then need to be assigned to the correct office to apply the correct fee.

Case 2: Firm handles matters in multiple regions, and fee is determined by region.

- Example: Fees for matters in the US are different from matters in EMEA.
- Preferred option: Submit fee offers for EMEA and US patent fee structures.

Case 3: Firm handles matters in the same region and fee is determined by complexity.

- Example: EMEA Patent fee structure is used, but fees vary depending on complexity of the matter.
- Preferred Option: Avoid these types of arrangements. Use a combination of Case 1 and Case 2 options.
- Contact NVIDIA Legal Operations with NVIDIA managing attorney to discuss other alternatives.

Action Required: Select the fee structure that best fits your billing arrangements. If necessary reach out to legalops-cl@nvidia.com for further assistance.

Q: The IP fee structure does not include all the billing items we need. Can new stages be added?

A: The current stages reflect the bulk of services we've observed in the past. Please send us a list of specific items needed with descriptions and amounts. Legal Operations will review, then provide guidance and if needed coordinate with LexisNexis to evaluate adding stages.

Note: We have a fixed amount of line items available. Legal Operations will work with you on determining the best course of action.

Action Required: Email the item list to legalops-cl@nvidia.com for review.

Q: What currency should we use?

A: Use the currency that was negotiated in your engagement letter. Consistency is key, the currency you select for your fee offer must be the same that is used for invoicing.

If you are using your local currency (such as EUR or AUS) in CounselLink, you will be able to view rates in both your local currency and USD.

Action Required: Select negotiated currency when submitting the fee offer, and use the same for generating invoices.

Q: How does the flat fee amount work in CounselLink for items like translation fees?

A: Translation fees can be configured using either a stage fee or per-word using unit quantities. They may also be invoiced using the hourly rate equivalent. Legal Operations can provide guidance based on the volume.

Examples:

Date	Description	Quantity	Amount	Total
2026-01-12	Flat fee	1	\$300.00	\$300.00

	translation			
2026-01-12	Per word translation	2000	\$0.15	\$300.00

Action Required: Coordinate with legalops-cl@nvidia.com if you need a high-volume translation workflow.

Timekeepers

Q: Do we need to include timekeepers if our billing is based on flat fees?

A: If your billing is exclusively flat fees, timekeepers are not required. It is recommended to include timekeeper rates as a contingency in case hourly billing is needed later. You will not be able to bill hourly rates if you do not submit timekeepers.

Action Required: Include timekeeper rates if the possibility of hourly billing exists for future needs.

Q: What rate should I enter for Partner, Associate, and Paralegal timekeepers?

A: Enter the hourly rate for each timekeeper classification. For stage lines (flat fee items), enter the flat fee amount for that stage. **Detailed hourly rates are generally used for individual timekeepers, while flat fees are set amounts for completed tasks or milestones (stages).**

Action Required: Enter hourly rates for timekeepers and flat fee amounts for stage lines.

Matters & Matter Assignment

Q: We submitted our fee offer but cannot see any matters in CounselLink. When will matters be visible?

A: Matters become available after your fee offer is approved and matters are loaded into the system. This typically happens a day or two before go-live.

Action Required: Wait for fee offer approval and matter assignment. Matters will appear in your account.

Q: How do I request CounselLink matter IDs for our existing matters?

A: Email Legal Operations with your firm's matter numbers and names. Legal Operations will provide the corresponding CounselLink Matter IDs.

Action Required: Send the matter list to legalops-cl@nvidia.com.

Q: A new matter was recently opened. How do I get it added to CounselLink?

A: Contact Legal Operations with the matter details so they can coordinate matter creation and assignment.

Action Required: Email legalops-cl@nvidia.com with the matter name, matter number, and handling attorney.

Invoice Submission

Q: What is the invoice submission process during the transition period?

A: Outstanding 2025 invoices continue using the existing email process until February 6, 2026. January 2026 and later invoices must be submitted through CounselLink.

Action Required: For 2025 invoices, use previous billing arrangements. For 2026+ invoices, please submit via CounselLink.

Q: How should I structure an invoice that includes both a flat stage fee and an hourly fee?

A: Be sure the correct fee structure was submitted. Enter separate invoice lines for the flat stage fee and the hourly work.

Action Required: Create separate line items for flat fees and hourly charges.

Q: How do I enter Official Fees (Patent Office Fees) at actual cost in my Patent Fee offer?

A: You must enter a value for Official Fees. Enter a realistic value that you can adjust down at invoice time or enter a base value and use unit multipliers when invoicing.

Action Required: Enter an Official Fees value in the fee offer to enable invoicing later.

Discounts

Q: Will adding a discount to the fee offer double-discount our invoices if we already apply discounts in our billing system?

A: Yes. CounselLink applies the discount at the invoice level. If your invoices already reflect a discount, adding a discount entry in CounselLink will result in double-discounting.

Note: If submitting discounted rates, please send us a document/spreadsheet with actual and discounted rates for our records.

Action Required: If adding discount to offer, enter actual (rack) rates. If entering discounted rates, please notify legalops-cl@nvidia.com and attach a document with discount and actual rate.

Go-Live Timeline & Transition

Q: What is the go-live date for CounselLink?

A: The expected go-live date is February 16, 2026.

Action Required: Complete registration and fee offer submission before go-live.

Q: What happens after go-live?

A: All January 2026 and later invoices must be submitted through CounselLink. Matters will be visible in your CounselLink account. Budgets and accrual notifications may be required for some matters.

Action Required: Ensure your team is registered, fee offers are approved, and budget contacts are assigned.

Support & Contacts

Q: Where can I find training resources?

A: LexisNexis provides free online training through [LexisNexis University](#) on the CounselLink Home page, along with the [CounselLink Law Firm User Guide](#).

For questions about matters and fee offers please reach out to legalops-cl@nvidia.com.
For general questions about onboarding to CounselLink, please contact attorneyimplementation@lexisnexis.com.

Action Required: Login to CounselLink and access training via the Home page link.