



Dear Counselor/Billing Contact:

We are sending this letter on behalf of our mutual client, Sony Music Entertainment. As you may know, Sony Music Entertainment is using the LexisNexis® CounselLink application for the receipt, processing, and approval of your invoices.

This letter provides you with the tasks you will need to complete to submit your invoices to Sony Music Entertainment through CounselLink.

Please complete the following tasks:

- Register
- Add Timekeepers
- Enter rates
- Acknowledge Billing Guidelines

REGISTER

Please go to 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 Sony Music Entertainment to your office profile and then enter their rates using fee structure ID **10033** (hourly) and/or **10034** (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 **10033** (hourly) and/or **10034** (flat fee). Click [HERE](#) for instructions to enter rates.

Negotiated Discounts: For firms with whom Sony Music Entertainment has negotiated discounts: **Please enter your non-discounted rates in your fee offer and then add the discount to the fee offer.** Click [HERE](#) for instructions to add a discount to your fee offer.

BILLING GUIDELINES

Sony Music is in the process of updating their Outside Counsel Billing Guidelines. A future communication will be sent when the revised guidelines are available. At that time, please carefully review the guidelines and acknowledge them in CounselLink.

BUDGETS

Upon receipt of your matter assignments, Sony Music Entertainment 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.**

STAFFING LISTS

After your client assigns matters, Sony Music Entertainment will require that you set a Staffing List on all of their matters. Please see the CounselLink Law Firm User Guide for Instructions to Create a Staffing List.

This will complete the registration requirements. Sony Music Entertainment 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 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 or dial 800-600-2282.

We look forward to your registration with the CounselLink application.

Sincerely,