INVOICE PROCESSING

Your client will use the CounselLink application to assign matters, and to receive and process your invoices. To accomplish this, all legal invoices will need to be submitted through CounselLink. After the invoice is processed, your client will approve and then provide payment to your firm directly. CounselLink accepts invoices in any one of the following three methods:

1. **UPLOAD** - Upload a Structured Data File to CounselLink

- Export the invoice to the LEDES (ASCII) structured data format
  - **Examples: LEDES 1998B, 1998BI, 2000 and XML 2.1**
- Log into www.counsellink.net using your assigned login and password
- Click on the 'Import Invoice' link on the law firm home page • Browse to the saved LEDES invoice, select it and click "Open"
- Once you have uploaded all files, click **Next**
- Complete any other necessary information on the Invoice Submission page and click "Submit"

2. **CREATE ONLINE** - Create an Invoice in CounselLink

- Log into www.counsellink.net using your assigned login and password
- Click on the **Matter tab** on the law firm home page
- Search for the matter on which the invoice is to be submitted
- On the Matter Overview page, click the **Invoices** sub tab
- Click the **+Create** invoice button
- Enter information on the "**Edit Invoice Screen** " if applicable and click **Save**
- Add fees and expenses from the invoice screen under the **Charges** section
- Once all charge lines have been added and the invoice is ready to be sent to the client, **Activate** the invoice

3. **EMAIL** - Alternative Form of Submission

EMAIL : Create the invoice using your preferred output format, i.e. pdf; .doc; .txt; or .xls.

- Email invoice documents to counsellinkinvoices@lexisnexis.com.
  - There should only be **ONE INVOICE PER EMAIL**, but multiple attachments can be included in the same email.
- Please do not use the "return receipt" option in your email program. A verification email will be sent out that can be used as a receipt.

- All invoices must include a: **client matter number** & **unique invoice number**

Click **HERE** for more detailed instructions on submitting invoices

If you need additional assistance, please contact:
Free 24x7 Customer Support
800-600-2282 press 2 +1
919.378.2713
ask@lexisnexis.com

INVOICES WITH TAXES

For the proper processing of taxes, please be sure to change the Tax Computation setting to 'Use upload entered values' on your 'Law Office Profile' screen. Please note if the E-Billing format you are using is:

- LEDES 1998B
- LEDES 1998BI
- LEDES 2000
- LEDES XML 2.0
- Examen SDF

Be sure to submit your taxes on the 'Invoice Upload' screen and not in the LEDES file itself.