



Dear Law Firm:

Resolute Management Inc. (Resolute) is partnering with Lexis Nexis | CounselLink to implement a new electronic legal invoice submission, review and approval process. This partnership allows participating firms to submit invoices through the CounselLink platform rather than in paper or other electronic formats. Once Resolute approves an account/matter for invoicing in CounselLink, your Firm will be able to submit invoices for legal services via a simple, easy-to-use, web portal.

As CounselLink configures the invoice submission platform for Resolute, we want to provide you ample time to gather data. Data submission in the form of a completed **SHARE TEMPLATE** is a pre-requisite for approval of invoicing by your firm in CounselLink. Click [HERE](#) to download Resolute's **SHARE TEMPLATE** to be used by all. The **SHARE TEMPLATE** will be uploaded into CounselLink for each account/ matter approved for invoicing through the CounselLink platform.

The **SHARE TEMPLATE** applies to *all* matters/accounts – single or multi-plaintiff/claimant or single or multi-site -handled by your firm on behalf of Resolute managed carrier clients. You will notice the **SHARE TEMPLATE** mimics the information your firm currently provides with electronic and/or hardcopy invoice submissions as well as LEDES files produced by your firm when requested by Resolute. The **SHARE TEMPLATE** requests basic information for each claimant/site including the applicable share assigned to each carrier managed by Resolute for which your firm plans to submit invoices for legal services. **A separate SHARE TEMPLATE should be completed for each account and sent to the e-mail address noted below. The deadline for submitting the completed SHARE TEMPLATE for each account assigned to your firm is August 9, 2021.**

We recognize that the information in the format requested might not be familiar to some of our firms and questions will emerge. Resolute established a unique e-mail address noted below for our firms to direct all questions related to Resolute's future electronic invoice submission platform through CounselLink. Lastly, should you have any questions related to how Resolute Management Inc. will be using CounselLink, please use the e-mail noted below.

E-PLATFORM_SUPPORT@RESOLUTEMGMT.COM

Once a **SHARE TEMPLATE** has been submitted, Resolute will review/approve, this will allow your firm to invoice in CounselLink. A representative from LexisNexis's Attorney Implementation Team will be sending a follow-up communication with detailed information on the steps required to register your firm, as well as guidance on future invoice formatting requirements.

Thank you in advance for your cooperation. We look forward to working productively with our Firms and CounselLink to assure a successful launch of CounselLink. Please understand, delays with the **SHARE TEMPLATE** upload to CounselLink will impact Resolute's ability to approve your Firm's registration into

CounselLink and delay future invoice submission, processing and payment by Resolute. We sincerely value your partnership and look forward to collaborating with you through CounselLink.

Resolute Management Inc.

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