There are two methods to submit your invoices to CounselLink:

A.   If your software can export in LEDES format, you can upload the invoice to the file in CounselLink as follows:

1. Navigate to the Invoice Import page by one of the following ways:

- Click the **+Invoice Import** button on the Billing Panel.

- Click the **Invoice Import** button at the top of the Invoices Search page.

- Click the **Import** button on the Invoices tab of the Matter Overview page.

The Import Invoices page displays.

2. **Choose a File** to upload from your computer, or drag and drop the LEDES file from your desktop.

View the files you've uploaded, including their status, under the drag and drop section.
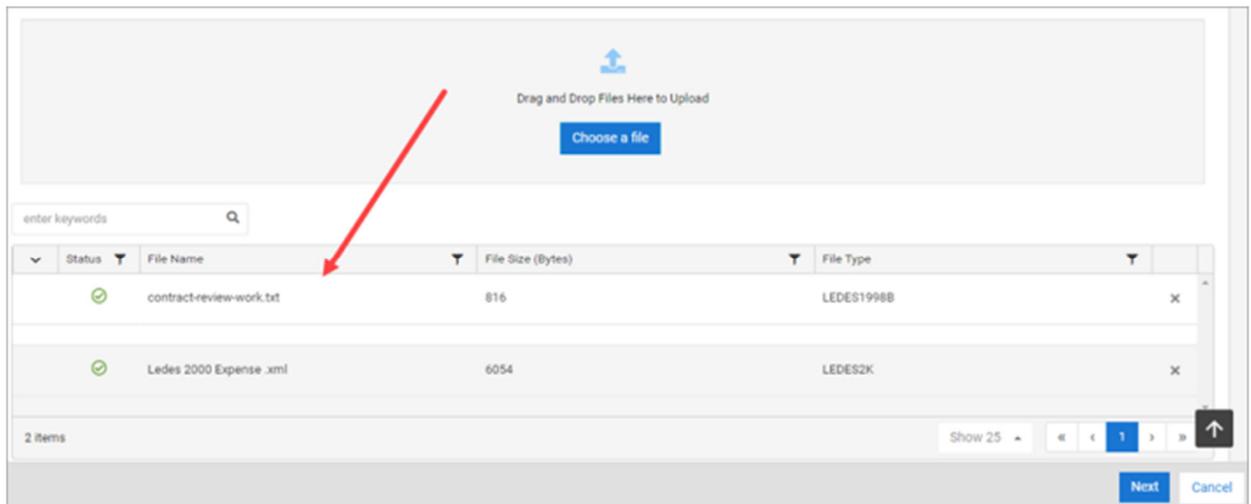
3. Click **Next** once you have uploaded all files. The progress bar moves to Step 2, displaying any validation errors or warnings.
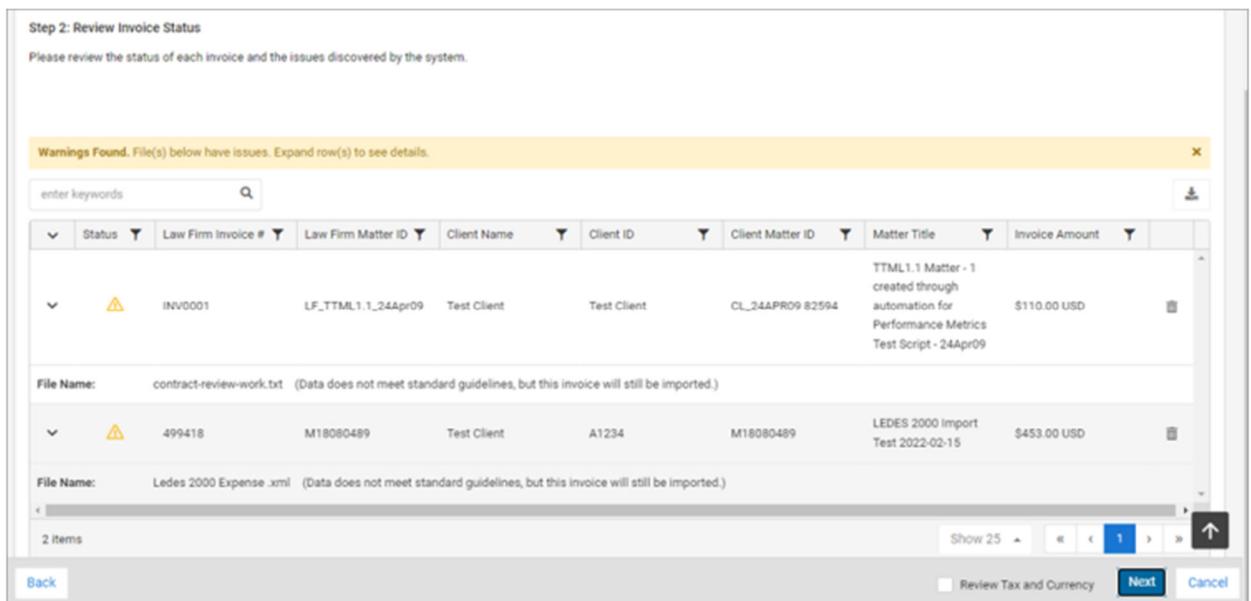
4. Click the down arrow next to the file to expand any validation error notes. Each invoice will display one of three symbols:

- **Green check mark** ⊘ : The invoice was validated.

- **Yellow exclamation point** ⚠: The invoice will be accepted but certain items were altered to validate properly.

- **Red exclamation point** ⊘: The invoice can not be validated in its current state. You can continue to the next step with any validated invoices, or you can resubmit this invoice to correct the errors detailed here. Click the **Back** button to resubmit or the trash can icon in the invoice row to remove it from the upload.

5. Before advancing, you have two options:

   - Click **Next**. This takes you directly to the final step in the upload process. Skip to Step 8 in this topic.

   - Check the box next to Review Tax and Currency and click **Next**. The Review Tax and Currency step displays.

6. Select the Currency and Tax information from the drop down options as needed.

7. Click **Next**. The Final Review and Add Attachments step displays.

8. If needed, select the invoice(s) and choose one of the following:

- **Add Attachment**: Click to add an attachment or attachments to your invoice.

  a. **Choose a File** or drag and drop from your desktop to the Add Attachments window. You can also enter a URL to an external file.

  b. Enter a **Document Name**.

  c. Click **Upload Document(s)**.

- **Final Invoice**: Click if the invoice(s) selected will be your final invoice.

9. Click **Send to CATIC**.

The invoice is sent to CATIC for review.

B.   II. If your software does not export in LEDES format, you can email your invoice in PDF form to counsellinkinvoices@lexisnexis.com. *The invoice should not contain underlines or bold characters*. It takes up to two weeks for the invoices to uploaded into CounselLink. There is no charge for this service.