

LEDES Oversight Committee

Members Meeting

February 3, 2010



Agenda

- President's Report – Jane Bennitt
- Treasurer/Membership Report – Catherine Reilly
- Web Site Resources Available to Members – William Mertes
- Report on 2009 UTBMS Litigation Code Set Revision Project – Frederick Paulmann
- 2010 UTBMS eDiscovery Code Set Project Kick-Off – Catherine Collins

Thanks to our meeting sponsors:

- Thomson Reuters and Ashurst for providing meeting locations
- CT TyMetrix for hosting the webinar.

President's Report

Jane Bennitt

jbennitt@hbrconsulting.com

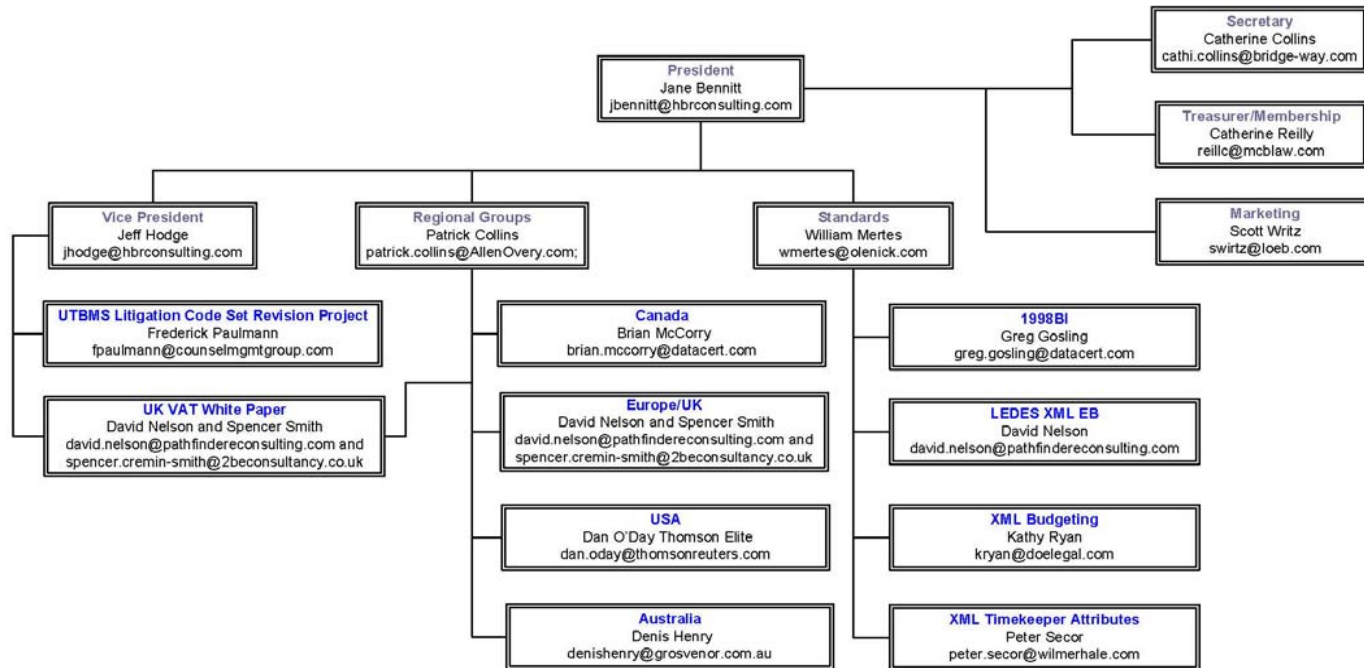


LEDES Oversight Committee

The LEDES™ (Legal Electronic Data Exchange Standard) Oversight Committee (“LOC”) is an **international**, voluntary, not-for-profit organization comprised of legal industry representatives and is charged with creating and maintaining open standard formats for the electronic exchange of **billing and other information** between corporations and law firms. The LOC is dedicated to using open standards which **cater to no one organization or group of organizations** to uniformly satisfy the complex needs of the legal industry based on 5 basic principles: **keep it simple; make it unambiguous; diverge from existing formats as little as absolutely necessary; only ask for information the law firm is typically able to provide from their financial system; and meet the needs of corporations, law firms and legal industry software vendors to the maximum extent possible consistent with the first four criteria.**



LEDES Oversight Committee 2009 Structure



Update 2009

- New organizational leadership structure and processes
 - Smaller Board sized; changes in terms of service
 - Change in process to add or ratify standards
 - More opportunities to help run the organization
 - Able to respond to issues, start projects more easily
- 2009's biggest challenge: finding volunteers
 - Law Firm E-Billing Best Practices White Paper effort discontinued
 - No volunteers to head LEDES 98B and LEDES 2000 Maintenance Subcommittees
 - No Regional Groups local meetings

Update 2009

- Invited to participate in project to revise UTBMS Litigation Code Set
- Revamped UTBMS.com
- Creation of new web resources for LOC members

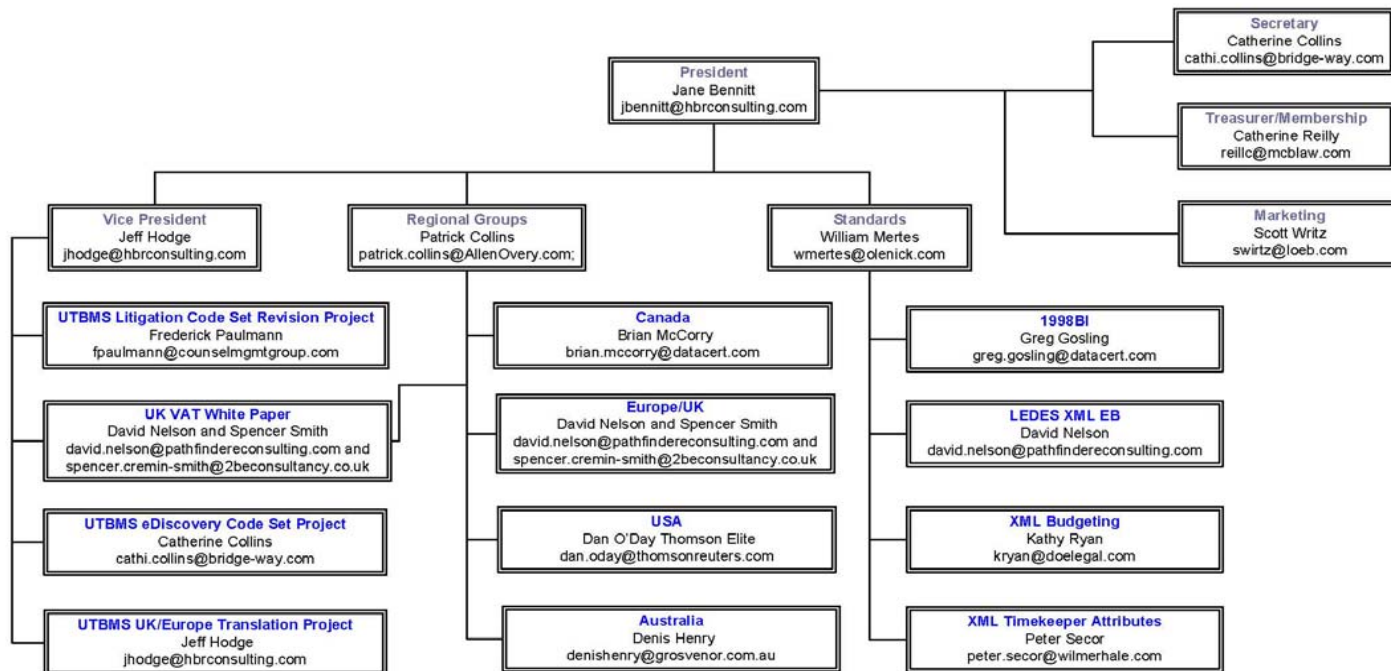
2010 Plans

- Finish UTBMS Litigation Code Set revisions
- eDiscovery UTBMS Code Project
- UTBMS Translation Project for UK/Europe
- Service Mark renewal

Other Suggested Projects:

- UTBMS Expense codes
- Standard to move data from cost recovery systems into time and billing systems

LEDES Oversight Committee 2010 Structure



2009 Subcommittee
Heads will be given the
option of returning in 2010
to head their
Subcommittees

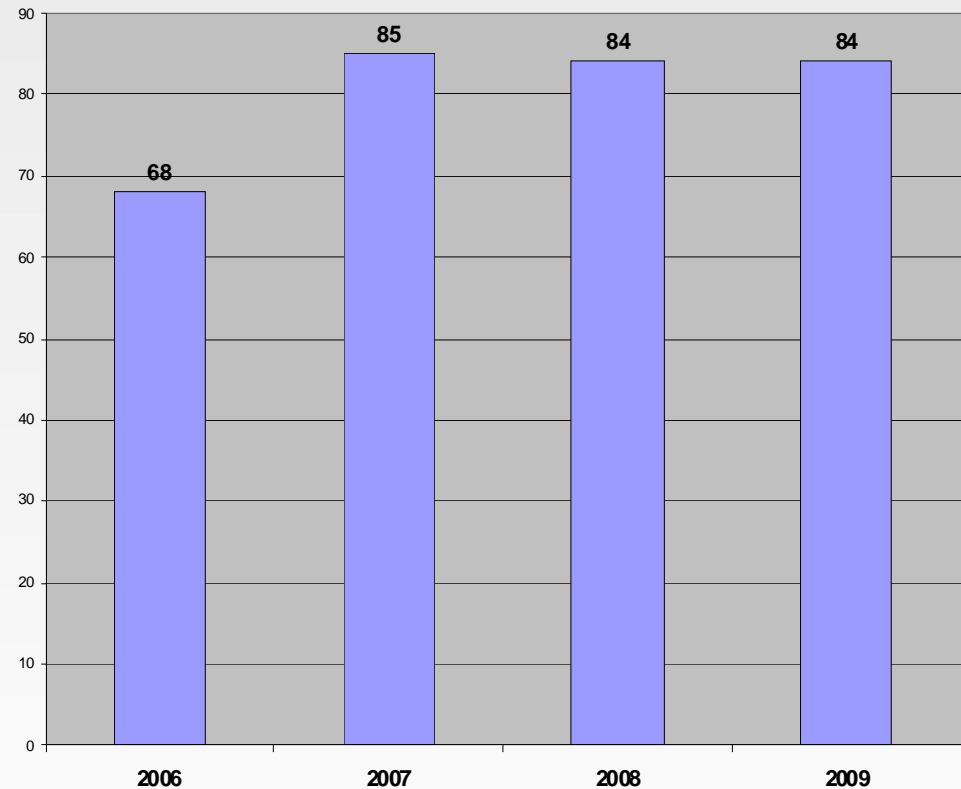
Treasurer/Membership Report

Catherine Reilly
reillc@mcblaw.com



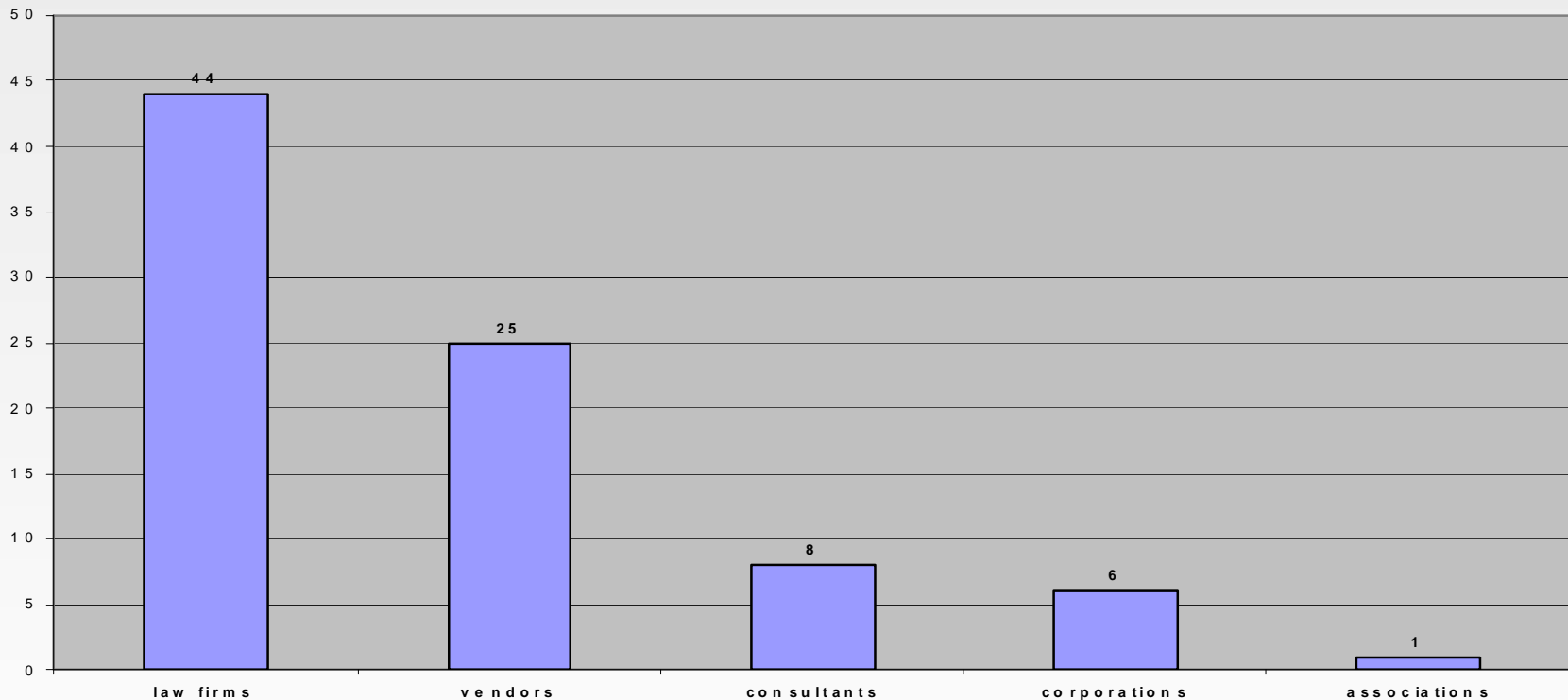
Membership Growth

- **1/2007** **68**
member organizations
- **1/2008** **85**
member organizations
- **1/2009** **84**
member organizations
- **1/2010** **84**
member organizations



Membership Demographics

2009 Membership Mix



Membership Demographics

- **1/2010** **84 member organizations**
 - **17 UK organizations**
 - **4 Canadian organizations**
 - **3 Australian organizations**

LOC Annual Expenses

- **Members continue to sponsor a number of LOC activities saving approximately \$10,000 in expense**
 - **Monthly Board calls**
 - **Website and ListServs are hosted and supported by Advanced Legal System, Inc.**

LOC Annual Expenses

- **D&O Insurance, marketing expense and corporate filings cost approximately \$4,000 - \$5,000 annually**

Potential LOC 2010 Expenses

- **Annual trip to UK to meet with members** **\$3,100**
- **Webinars (3) for membership** **\$2,000**

Web Site Resources Available to Members

William Mertes
wmertes@olenick.com



<http://collaborate.ledes.org>



Maintenance Committee Chairs

- ASCII 1998-BI *Greg Gosling (DataCert)*
- XML eBilling *David Nelson (Pathfinder Consulting)*
- XML Budgeting *Kathy Ryan (doeLegal)*
- XML Timekeeper Attributes *Peter Secor (Wilmer Hale)*

Report on 2009 UTBMS Litigation Code Set Revision Project

Frederick Paulmann

fpaulmann@counselmgmtgroup.com

- In 2009, a cross-function team volunteered to review the existing UTBMS Litigation Codes and propose changes that would better enable them to track projects/deliverables as opposed to merely hours billed. The initiative emerged out of the expressed desires of senior in-house lawyers and Legal Department professionals from several major corporations across multiple industries, along with other lawyers and vendors from law firms and vendor companies. A stated parallel goal was to make the codes easier to use in budget management, tracking and reporting.
- The team working on this initiative consisted of members from ABA, ACC, ILTA, LEDES, and the Working Group on Outside Counsel Management. The team broke up into five work-streams, each one led by members from one of the foregoing organizations. After multiple conference calls, drafting sessions, internal and external discussions, and a one month comment period on all the proposed changes, the attached draft was produced.
- The envisioned next step in the process would be a broader comment period to welcome thoughts from across the industry, before moving forward with the final proposed changes that have achieved consensus.

2010 UTBMS eDiscovery Code Set Project Kick-Off

Catherine Collins

Cathi.Collins@bridge-way.com

History

- In 2009 the Cross-Industry UTBMS Litigation Code Set Revision Project was undertaken (as reported earlier by Fred Paulmann).
- During that Project it became obvious that there was a wide divide among several participants with respect to the eDiscovery portion of the codes in particular.

History

- Subsequently the Litigation Code Set recommendation was kept simple to address the needs of the majority of law department and law firm requirements.
- The LOC Board realized that standards should be established to accommodate an expanded eDiscovery code set for those who want/need to track costs and resources at a more granular level.

History

- As a result, the LOC Board voted to undertake the UTBMS Expanded eDiscovery Code Set Project and to include non-LOC members on the Committee to establish the Expanded eDiscovery Code Standards.

Objective

- Create a new Expanded eDiscovery Code Set Standard
 - To be used by those wishing to achieve more granular analysis of their Litigation costs with respect to Discovery
 - To be created in such a way that they fit within the existing Litigation Code Standards
 - To be completed in the year 2010

UTBMS 101

- UTBMS = Uniform Task-Based Management System. First code set was established in 1995
- Currently contain 3 components:
 - Phase
 - Task Category
 - Task
 - *Supplemented with Activity Code Set and Expense Code Set*

UTBMS 101

- Current number schema follows a pattern:
 - 1 alpha character followed by 3 numbers
 - Alpha character indicates Code Set being used (example: L420 is a Litigation Code Set value)
 - The numbers indicate 3 levels of granularity
 - 10 Phases – 100, 200, etc. to 900
 - 10 Task Categories – 10, 20, etc. to 90
 - 10 Tasks – 1, 2, etc. to 9
 - (example: L420 indicates Litigation services fell into the Trial Preparation/Trial Phase of Litigation and the task performed fell into the Expert Witnesses Category. 0 at end indicates that the Category was not broken down further into tasks)

Recognized EDRM Phases

- Identification
- Preservation
- Collection
- Processing
- Review
- Analysis
- Production
- Presentation
- Project Management
- Search

Initial Issues

- Merging EDRM and UTBMS Schema
- Numbering schema change impact
- Determining if there is value/need to match resource plans with invoices and to what extent.
- How will changes in Court Rulings affect the Code Set over time.
- The changing landscape of eDiscovery vendors.

Next Steps

- Identify 'Working' Committee Members
 - Will require ~3 to 5 hours per month
 - Task Groups will be established to work in parallel with one another
- Complete LOC eDiscovery Survey
- Establish first committee meeting date (3 dates will be provided and the date upon which a majority of members can attend will be chosen)

<http://www.zoomerang.com/Survey/?p=WEB22A76VT79X9>

Available through UTBMS.com

Thank You

Contact Info:

Cathi.Collins@bridge-way.com

713-599-8320



Meeting Wrap-Up

LOC 2009 Benefactors

- Bridgeway Software – Secretariat license
- Loeb & Loeb – Legal services
- Carolee Mancuso, CPA and Demasco, Sena & Jahelka, LLP – Tax services
- CT TyMetrix – Conference Call line
- Advanced Legal Services – Web Site, List Serv and SharePoint development/hosting
- ILTA – Support for LOC endeavors (PeerPoint column, hosting summer meeting/additional session, marketing support)

The LOC Thanks

- The Board, Subcommittee Heads and Subcommittee participants who contributed time and work product to the LOC
- Our members who stayed on board despite the rough economy
- Everyone who joined us for the first time during this meeting

My Personal Thanks To

- Those who worked so hard to sustain the organization this year
- Everyone from “Jane’s Team” who provided input on the L300 UTBMS Litigation Revision project
- Everyone who spent time discussing eDiscovery with me in the past few months and helped to spread the word on UTBMS eDiscovery project
 - Carrie, George and Craig