



This Webcast Will Begin Shortly

If you have any technical problems with the Webcast or the streaming audio, please contact us via email at:

accwebcast@commpartners.com

Thank You!

The in-house bar association.SM



ELECTRONIC BILLING FOR SMALL LAW DEPARTMENTS

November 13, 2007

**Presented by the ACC Small Law Department
Committee and Serengeti**



The in-house bar association.SM

Panel

James Sheets

General Counsel, ModSpace

Stephen Gray

Legal Administrator, NSTAR Electric & Gas

Rob Thomas

Serengeti, Moderator

AGENDA

How does electronic billing work?

Why do small law departments want e-billing?

What's involved in getting started?

What are potential issues for law departments and law firms?

How can you find the system that's the best fit?

Audience questions

How does electronic billing work?

Secure data transfer -- law firms to law department

Formats -- LEDES vs. non-LEDES, expense vs. task/activity codes, foreign currencies/taxes

Online bill review, revision, routing

Automatic audits, budget tracking, account coding

Integration with accounts payable systems

Financial reports

Why do small law departments want e-billing?

Time savings – piles of paper vs. organized data

Spending savings – audits, comparable bills, budget tracking

Accurate reporting – current and historical spending, trends

What's involved in getting started?

System setup

Training system administrators

Training bill reviewers

Training outside counsel

What are potential issues for us and our law firms?

Law firm pushback

Getting in-house counsel on board

Beginning information/database conversion

Decisions about system setup and reporting

Vendor hosting of data

Dealing with IT and Accounting

How do we find the system that's the best fit?

Connects all law firms, other vendors? Already connected?

Fixed/variable costs? Any charges to firms?

Talk with firms about setup and user issues.

Implementation and training time, method? Ongoing support?

Try workflows to assess performance with your network.

International capabilities

How do you find the system that's the best fit? (cont'd)

Report creation/saving reports/exports to report writers?

Also collects unbilled time, budgets, documents, deadlines, status, other info? Dashboards for quick action?

History of upgrades, development plans? Added costs?

Vendor viability? Acceptance by profession? Satisfied customers? Cos. who stopped using the system?

Why do e-billing within a matter management system?

Lawyers want all project information in one place— spending, budgets, status, deadlines, documents, results.

It is difficult to integrate multiple systems, and to get both in-house and outside counsel to use them.

Management reports include not only spending, but also current status, budget tracking, exposure/reserves, and results.

Bills accepted only if other required information provided (e.g. status update, exposure estimate, budget).

Resources

“Electronic Billing Enters the Mainstream—How to Ensure a Successful Launch for your Law Department,” ACC Docket, May 2006,
<http://www.serengetilaw.com/News/InTheNews.htm>

“2006 Law Firm Survey Regarding E-billing Vendors,” American Lawyer Media Research, <http://alm-research.com/Documents/ebillingSurvey.pdf>

“Choosing an E-Billing System—Measure Twice, Cut Once,” International Legal Technology Association (2005),
http://www.iltanet.org/files/tbl_s6Publications/PDF33/113/Law%20Departments.pdf

Question and Answer Session

Please complete the online course evaluation.

Additional Information

Online tour of Serengeti:

Rob.Thomas@SerengetiLaw.com
(425) 748-5115

E-Billing, Matter Management, 2007 ACC/Serengeti
Managing Outside Counsel Survey Report:

www.SerengetiLaw.com



Thank you for attending another presentation from
ACC's Desktop Learning Webcasts

Please be sure to complete the evaluation form for this program as your comments and ideas are helpful in planning future programs.

You may also contact Jacqueline Windley at **windley@acc.com**

This and other ACC webcasts have been recorded and are available, for one year after the presentation date, as archived webcasts at **www.webcasts.acc.com**.

You can also find transcripts of these programs in ACC's Virtual Library at **www.acc.com/vl**