


Case Management


Single Case

Create




Select from the List to Create ▼

Manage



Select from the List to Manage ▼

Dispose



Select from the List to Dispose ▼


Multiple Case

Upload Spreadsheet


STEP 1 Download Spreadsheet **Template**

STEP 2 Fill the Spreadsheet Template

STEP 3

 Choose Spreadsheet **Submit**


Already I have a Spreadsheet

 Choose Spreadsheet **Submit**

Case Management


Single Case

Create




Select from the List to Create ▼

Manage




Select from the List to Manage ▼

Dispose



Select from the List to Dispose ▼


- Small Claim** 
- Attorney Demand
- International Small Claim

Upload SpreadSheet


STEP 1 Download SpreadSheet Template

STEP 2 Fill the SpreadSheet Template


STEP 3

 Choose Spreadsheet
Submit


Already I have a SpreadSheet

 Choose Spreadsheet
Submit


Single Case

Select from the list ▼ 


Create



Manage




Dispose




Single Case

Small Claims ▼


Create



Manage



Dispose



Case Management

< Create - Small Claims

Small Claims

Create | Manage | Dispose

* Select State

* Service Date MM DD YYYY * Filing Date MM DD YYYY

* Court

Cause of Action

Demand Description

Answer Due Date MM DD YYYY

Matter Summary

Law Firm

Claimant / Plaintiff

First Name Last Name

* Demand Value \$ 0.00

* Lit - Consumer Ticket Number

* Case Number

Product

Hearing Date 01 13 2019

Answer Due Within / After (Calendar Days)

File upload area with 'Choose File' button, 'Drag and Drop File here' text, and two file icons labeled 1 and 2.

Case Management

< Create - Small Claims

Small Claims

Create | Manage | Dispose

* Select State

* Demand Value \$ 0.00

* Service Date MM DD YYYY

* Filing Date MM DD YYYY

* Lit - Consumer Ticket Number

Calendar for January 2019

<	January 2019							>
Su	Mo	Tu	We	Th	Fr	Sa		
30	31	1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	1	2	3		

* Case Number

Product

Demand Description

Hearing Date 01 13 2019

Answer Due Date MM DD YYYY

Answer Due Within / After (Calendar Days)

Matter Summary

Already I have a Spreadsheet

|Documents|Files|SpreadSheet_001

Choose File

or

Drag and Drop File here

1 Spread... 2 Spread...

Law Firm

Claimant / Plaintiff

First Name

Last Name

Case Management

< Create - Small Claims

Small Claims

Create | Manage | Dispose

* Select State

* Demand Value \$ 0.00

* Service Date MM DD YYYY

* Filing Date MM DD YYYY

* Lit - Consumer Ticket Number

* Court

* Case Number

Cause of Action

Product

Demand Description

Hearing Date 01 13 2019

Answer Due Date MM DD YYYY

Modal dialog: Lorem Ipsum, Lorem Ipsum lorem Ipsum. OK button.

Matter Summary

(calendar Days)

File upload area: Already I have a Spreadsheet, Choose File, Drag and Drop File here, 1 Spread..., 2 Spread...

Law Firm

Claimant / Plaintiff

First Name Last Name

Case Management

[<](#) Manage - Small Claims

Small Claims [▼](#)

[Create](#) | [Manage](#) | [Dispose](#)

[- Search](#)

[▼](#) Select Criteria from the List [▼](#)

Clear
Save Search Criteria
Perform Search

Search Result

Case Management

[Manage - Small Claims](#)

Small Claims

[Create](#) | [Manage](#) | [Dispose](#)

Search

Select Criteria from the List

Clear

Select Criteria from the List

- Matter Name
- Matter Number
- State / Province
- Claimant / Plaintiff
- Docket Number
- Hearing Date
- Created On
- Product Purchase Date
- In Warranty ?
- Apple Settlement Offer

Search Result

Case Management



Manage - Small Claims

Small Claims

[Create](#) | [Manage](#) | [Dispose](#)

- Search

Contains	Matter Name Lorem Ipsum		
Contains	Matter Number 3423432432		
Equal To	State / Province		
Contains	Claimant / Plaintiff		
Contains	Docket Number		
Between	Hearing Date MM DD YYYY	Hearing Date MM DD YYYY	
Between	Created On MM DD YYYY	Created On MM DD YYYY	
Equal To	Product Purchase Date MM DD YYYY	Product Purchase Date MM DD YYYY	
Equal To	In Warranty ? Yes		
Contain	Apple Settlement Offer		
	Select Criteria from the List		

Clear

Save Search Criteria

Perform Search

Search Result

Case Management

Dispose - Small Claims

Small Claims

[Create](#) | [Manage](#) | **Dispose**

- Search

Select Criteria from the List

Clear

Save Search Criteria

Perform Search

Search Result

Approvals

[Show Sent for Review Invoice](#)

TOTAL 59 Invoice 34 Budget 25	Net 1 2 Invoice 2 Budget 0	Less Than 15 Days 4 Invoice 3 Budget 1	16 to 30 Days 2 Invoice 2 Budget 0	31 to 45 Days 2 Invoice 1 Budget 1	More than 45 Days 49 Invoice 30 Budget 19
--	---	---	---	---	--

Invoice (34)

By Vendors (34)

0 5k 10k 15k 20k 25k 30k 35k

Send For Review Reject Approve

COVINGTON & BURLING LLP (10)	\$ 30,000
COOLEY LLP (5)	\$ 20,000
CMS HASCHE SIGLE (8)	\$ 12,000
BAKER & MCKENZIE [CHICAGO] (4)	\$ 2,450
ADAMS & ADAMS (1)	\$ 173,018.84
AROCHI, MARROQUIN & LINDNER, S.C. (6)	\$ 524

Budget (25)

By Matters (34)

0 5k 10k 15k 20k 25k 30k 35k

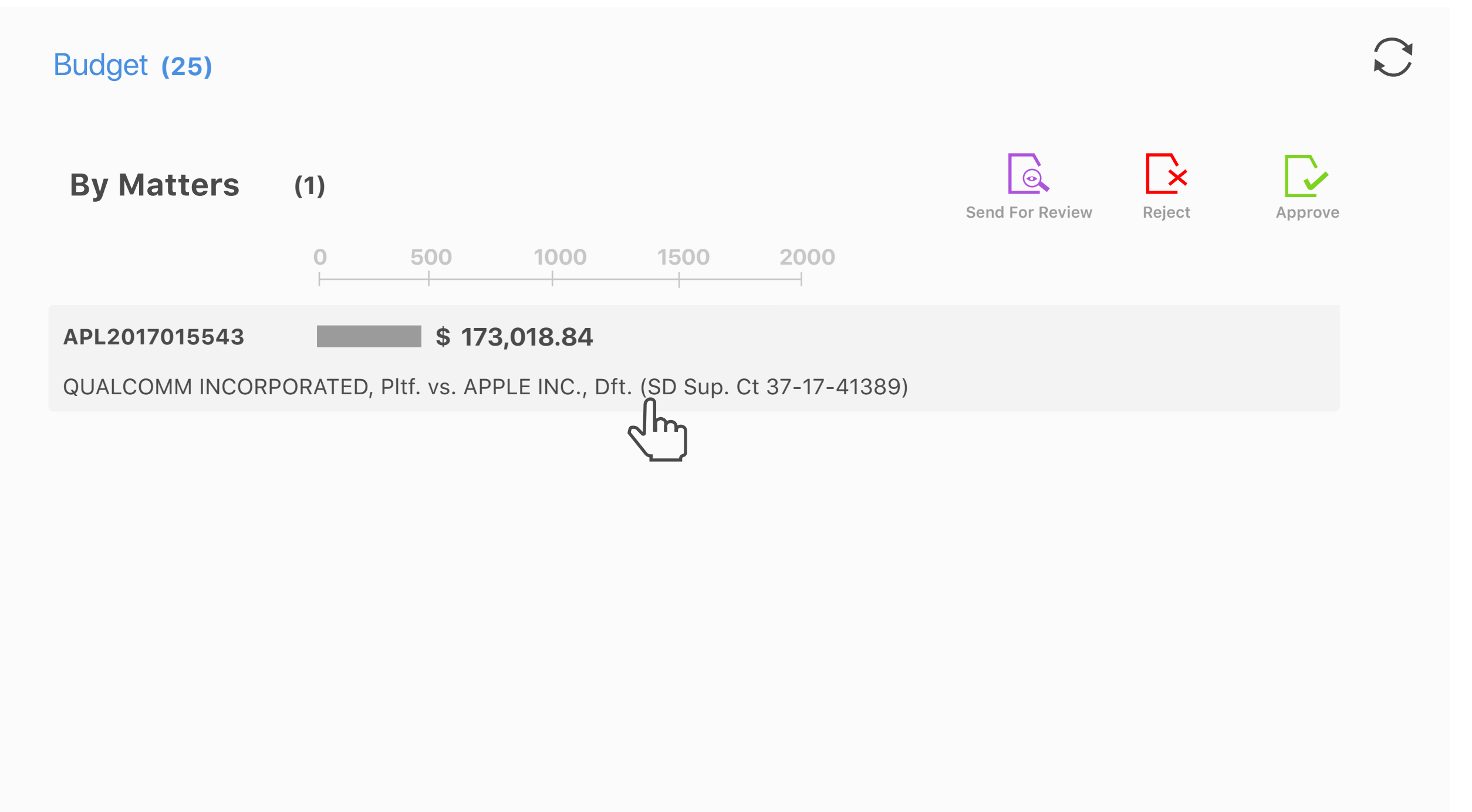
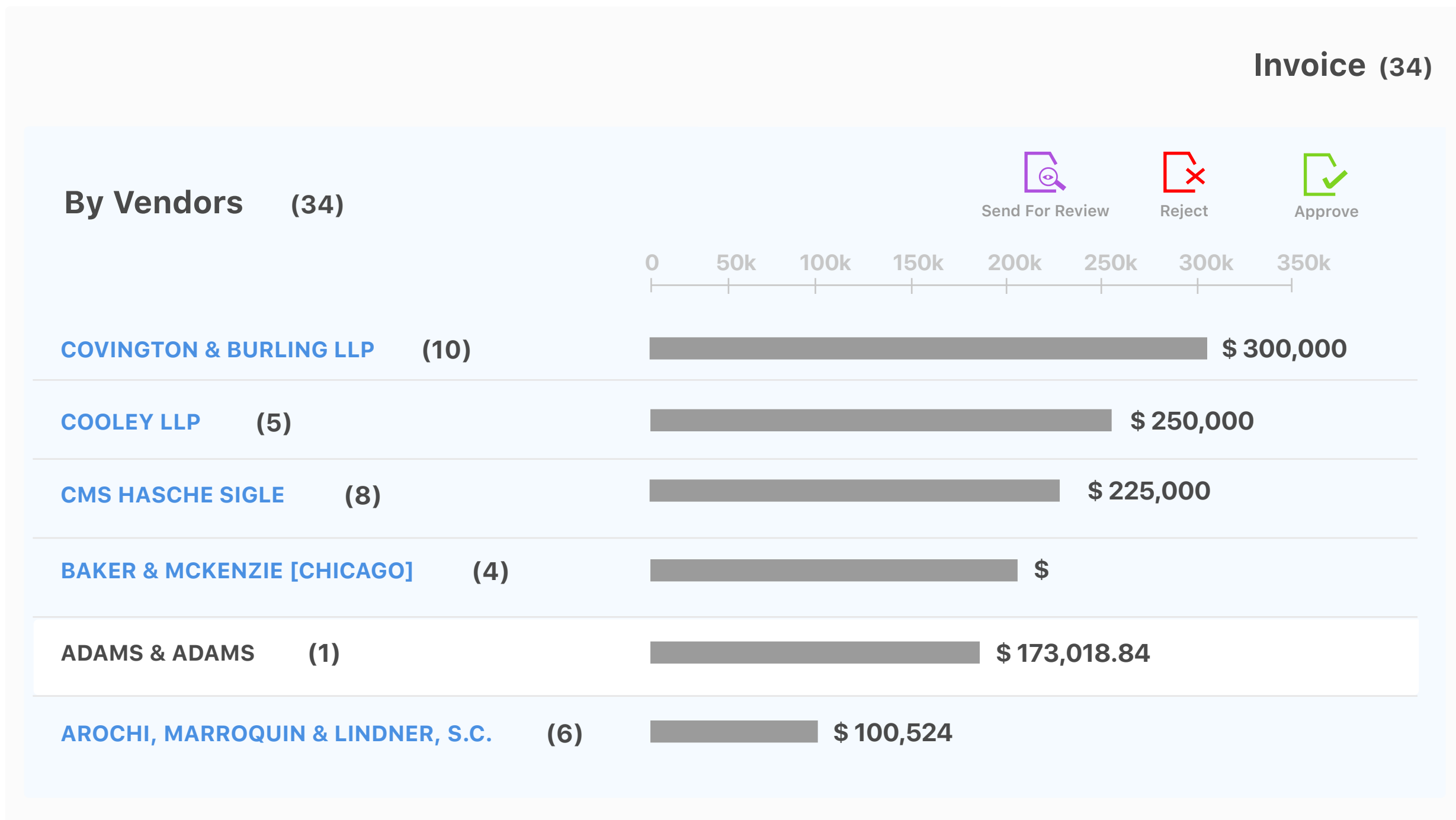
Send For Review Reject Approve

APL2018017077 (3)	\$ 30,000
APL2012004559 (4)	\$ 20,000
APL2018015958 (1)	\$ 12,000
APL2011000049 (3)	\$ 2,450
APL2013007806 (6)	\$ 1,367.9
APL2018017811 (1)	\$ 524

Approvals

[Show Sent for Review Invoice](#)

TOTAL	Net 1	Less Than 15 Days	16 to 30 Days	31 to 45 Days	More than 45 Days
59 Invoice 34 Budget 25	2 Invoice 2 Budget 0	4 Invoice 3 Budget 1	2 Invoice 2 Budget 0	2 Invoice 1 Budget 1	49 Invoice 30 Budget 19



Approvals

[Show Sent for Review Invoice](#)

TOTAL 59 Invoice 34 Budget 25	Net 1 2 Invoice 2 Budget 0	Less Than 15 Days 4 Invoice 3 Budget 1	16 to 30 Days 2 Invoice 2 Budget 0	31 to 45 Days 2 Invoice 1 Budget 1	More than 45 Days 49 Invoice 30 Budget 19
--	---	---	---	---	--

Invoice (34)
Budget (25)
Refresh

By Vendors (34)

COVINGTON & BURLING LLP	(10)	
COOLEY LLP	(5)	
CMS HASCHE SIGLE	(8)	
BAKER & MCKENZIE [CHICAGO]	(4)	
ADAMS & ADAMS	(1)	\$ 173,018.84
AROCHI, MARROQUIN & LINDNER, S.C.	(6)	\$ 100,524

Send For Review
Reject
Approve

Do you want Approve All 6 Invoices By Vendor Adams & Adams ?

Cancel
OK

Approvals Show Sent for Review Invoice

TOTAL 59 Invoice 34 Budget 25	Net 1 2 Invoice 2 Budget 0	Less Than 15 Days 4 Invoice 3 Budget 1	16 to 30 Days 2 Invoice 2 Budget 0	31 to 45 Days 2 Invoice 1 Budget 1	More than 45 Days 49 Invoice 30 Budget 19
--	---	---	---	---	--

By Vendors (34)

COVINGTON & BURLING LLP (10)	\$ 300,000
COOLEY LLP (5)	\$ 250,000
CMS HASCHE SIGLE (8)	\$ 225,000
BAKER & MCKENZIE [CHICAGO] (4)	\$
ADAMS & ADAMS (1)	\$ 173,018.84
AROCHI, MARROQUIN & LINDNER, S.C. (6)	\$ 100,524

By Matters (1)

APL2017015543	\$ 173,018.84
QUALCOMM INCORPORATED, Pltf. vs. APPLE INC., Dft. (SD Sup. Ct 37-17-41389)	

Vendor: ADAMS & ADAMS (1)

Invoice	Fees	Expenses	Adjustment	Tax	Total	Period Start On	Period End On	Received	Division Name	Line Item Warning	Payment Term
1923518	\$ 171,160.50	\$ 1,858.34	0.00	0.00	\$ 173,018.84	20-FEB-19	21-FEB-19	21-FEB-19	Apple Inc	50	Net 1

Matter Name: **APL2017015543-QUALCOMM INCORPORATED, Pltf. vs. APPLE INC., Dft. (SD Sup. Ct 37-17-41389)**

Invoice in Budget

Current Spend Current Fiscal Year 2019

\$ 0 \$ 4,425,000

Current Spend + This Invoice Current Fiscal Year 2019

\$ 173,018.84 3.91% \$ 4,425,000

Current Spend + Total Pending Current Fiscal Year 2019

\$ 944,141.72 21.34% \$ 4,425,000

Budget Pending / Paid

Total Paid To Vendor Total Pending To Vendor

\$ 3,741,834.94 \$ 4,425,000

Header Level Adjustment

Fees	Adjusted Fees	\$ 74.29	10%	Total
Expenses	Adjusted Expenses	\$ 93.75	15%	Total
				\$ 625

Rate Unit

Reduced by Percentage Reduced by Amount New Amount

Adjust

Summary

Total Case Spend (Paid & Pending)	Total Approved / Pending Case Budget Max	Total Approved Case Budget Min	Total Approved case Budget Middle	Approved Budget Total	Pending Budget Increase Request Total	Total Paid & Pending Invoice (Spend)	Total Remaining Approved Budget
\$ 944,141.72	\$ 4,425,000	\$ 4,425,000	\$ 4,425,000	\$ 4,425,000	\$ 0.00	\$ 944,141.72	\$ 4,425,000

Vendor: BAKER & MCKENZIE [CHICAGO] (4)

Invoice in Budget

Current Spend Current Fiscal Year 2019

\$ 0 \$ 4,425,000

Approvals - Indepth 1 of 1 Invoice

Vendor: **ADAMS & ADAMS** No. Invoices: **1** **\$ 173,018.84**

Matter Name: **APL2017015543-QUALCOMM INCORPORATED, Plif. vs. APPLE INC., Dft. (SD Sup. Ct 37-17-41389)**

Invoice	Fees	Expenses	Adjustment	Tax	Total	Period Start On	Period End On	Received	Division Name	Line Item Warning	Payment Term
1923518	\$ 171,160.50	\$ 1,858.34	0.00	0.00	\$ 173,018.84	20-FEB-19	21-FEB-19	21-FEB-19	Apple Inc	50	Net 1

Approval Workflow: Michael, Clemen → Laura, Gibbson → Jason, Watt → Phil, Collins

Tax Information: Tax Type: **US**, Tax Rate: **0.00%**

Type	Rate x Unit	Discount	Adjustment	Tax	Amount	Is Adjusted ?
Fees	\$ 119	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119	No
Expenses	\$ 59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 59	No
Invoice Total (USD)	\$ 178	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178	No

Payment Information: SAP Vendor ID: **1060043289**, Invoice Source: **Manual**, Payment Status: **Pending**, Final Approver: **Phil, Collins**, Workflow Route ID: **600**, Withholding Applies?: **N/A**

F / Y (Related to Current & Previous Year F / Y)	Approved Budget Total	This Invoice as a % of Approved Budget	% of Total Yearly Budget Left	Pending Budget Increase Request Total	Total Paid (Posted)	Total Pending	Count of Invoice Pending	Total REMAINING "APPROVED" Budget (Approved - Paid and Pending)
2019	\$ 0.00	0%	0%	\$ 0.00	\$ 0.00	\$ 0.00	0	\$ 0.00
2018	\$ 10,000	42%	100%	\$ 0.00	\$ 2,000	\$ 3,000	17	\$ 5,000
2017	\$ 0.00	0%	0%	\$ 0.00	\$ 0.00	\$ 0.00	0	\$ 0.00

Header Level Adjustment

Fees: Adjusted Fees \$ 74.29 (10%) Total \$ 742.90

Expenses: Adjusted Expenses \$ 93.75 (15%) Total \$ 625

Slider: 10%

Buttons: **Adjust**

Revert Aging Discount

Aging Discount Applied: Line item adjusted discounted 10%

Reason: **This Invoice is over 121 Days old and and Invoice adjustment of 20% has already been applied**

Slider: 10%

Button: **Apply**

Task Phase

L390	\$ 130,000
L120	\$ 110,000
L650	\$ 75,000
L210	\$ 60,000
L110	\$ 55,000
L190	\$ 30,000
L340	\$ 10,000
L130	\$ 5,000
L100	\$ 1,367.9

Expenses Phase

E208	\$ 105,000
E198	\$ 90,000
E188	\$ 70,000
E178	\$ 60,000
E168	\$ 45,000
E158	\$ 30,000
E148	\$ 5,000
E138	\$ 3,000
E128	\$ 2,000

Timeline Vendor by Specific Invoice

Dec 1	\$ 10,000
Dec 2	\$ 20,000
Dec 3	\$ 22,000
Dec 4	\$ 5,000
Dec 5	\$ 15,000
Dec 6	\$ 5,000
Dec 7	\$ 5,500
Dec 8	\$ 25,000
Dec 9	\$ 30,000
Dec 10	\$ 10,000
Dec 11	\$ 4,000
Dec 12	\$ 15,000
Dec 13	\$ 25,000
Dec 14	\$ 20,000
Dec 15	\$ 30,000
Dec 16	\$ 30,000
Dec 17	\$ 22,000
Dec 18	\$ 10,000
Dec 19	\$ 30,000
Dec 20	\$ 5,000
Dec 21	\$ 15,000
Dec 22	\$ 10,000
Dec 23	\$ 12,000
Dec 24	\$ 5,000
Dec 25	\$ 25,000
Dec 26	\$ 10,000
Dec 27	\$ 15,000
Dec 28	\$ 20,000
Dec 29	\$ 13,000
Dec 30	\$ 5,000
Dec 31	\$ 2,000

TimeKeeper Classification

Principal	\$ 139,042.20
Paralegal	\$ 123,623.20
Associate	\$ 39,515.04
Techonology Specialist	\$ 15,000

TimeKeeper

	Average Net Rate	Net Units	Net Discount	Total Adjustment	Net Amount	Percentage of Total Fees
Brinkmann, S					\$ 5,000	
Holt, David					\$ 5,000	
Smith, S					\$ 9,000	
Carlson, C					\$ 12,000	
Bradley, B					\$ 14,000	
Darby, Kenneth					\$ 15,000	
DeVries					\$ 15,000	
wolfe, Jason					\$ 20,500	
Kovelanko, M					\$ 25,000	
Kodish, S					\$ 30,000	
Elacqua, Law					\$ 35,500	
Abrahams, M					\$ 35,500	
Javis, Law					\$ 35,500	
Riffe, T					\$ 50,000	
Ben-Ezra, J					\$ 55,000.50	
Alper, Erin					\$ 69,000	
Degnan, L					\$ 75,000	
Harris, Bailey					\$ 95,000	

Example: Degnan, L
 Net Amount \$ 75,000
 Average Net Rate \$ 75,000
 Net Units 75,000
 Net Discount \$ 75,000
 Total Adjustment \$ 75,000
 Percentage of Total Fees 75,000

Compare Invoice

Invoice 1

Search Invoice

Invoice 2

Search Invoice

Fee / Expenses Category	Average Net Rate	Net Units	Net Discount	Total Adjustment	Net Amount	Percentage of Total
Fee						
Outside Counsel Fees						
Litigation Code Set						
L100 Case Assessment						
L110 Face Investigation / Development	425	11.00	0.00	0.00	4,675.00	2.73%
L120 Analysis / Strategy	255	0.30	0.00	0.00	76.50	0.04%
L200 Pre-Trial Pleadings & Motions	600	29.80	0.00	0.00	17,880.00	10.45%
L210 Pleading Motions	740	0.30	0.00	0.00	222.00	0.13%
L120 Summar Determination Motions	285	61.30	0.00	0.00	17,470.50	10.21%
L300 Discovery	495	120.40	0.00	0.00	59,598.00	34.82%
L340 Expert Discovery / Witnesses	675	72.70	0.00	0.00	49,072.50	28.67%
L390 Fact Discovery / Witnesses	320	65.80	0.00	0.00	21,056.00	12.30%
Expense						

Line Item Level Adjustment

Adjusted Line Item \$ 588.46 (26%) Total \$ 2,211.56

Slider: 10%

Buttons: **Adjust**

Search:

Frequently Searched Keywords: International Small Claim, Matters, Current Budget, Current Spending

Warning: ▲ Critical ▲ Medium ▲ Low Marked Reviewed Marked Unreviewed **2 of 20**

Pending Adjustment	Pending Review	Service Date	Line Item	Time Keeper	UTBMS Code	Description	Is Adjusted ?	Rate	Adjusted Rate	Unit	Discount	Adjustment	Net Total	Has Reviewed ?
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Warning : Timekeeper billing prior to involvement date on this matter (INVC70C)	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No
<input type="checkbox"/>	<input type="checkbox"/>	03 / 31 / 2019	9	Kovalenko Brooks, Zoya	L100	▲ Work with JMKolodziej to pull items re discovery for EZAlper	Yes	\$ 320.00	\$ 352.00	0.20	\$ 0.00	\$ 2.56	\$ 61.56	No

Approvals

Show Sent for Review Invoice

Header Level Adjustment

Fees	Adjusted Fees \$ 74.29	10%	Total
Expenses			\$ 742.90
	Adjusted Expenses \$ 93.75	15%	Total
			\$ 625

10%

Rate Unit **Reduced by Percentage** Reduced by Amount New Amount

Adjust

Revert Aging Discount

Aging Discount Applied
Line item adjusted discounted **10%**

Reason
This Invoice is over 121 Days old and and Invoice adjustment of 20% has already been applied

10%

Apply

Approvals

[Show Sent for Review Invoice](#)

Header Level Adjustment

Fees Adjusted Fees \$ 74.29 10%

Expenses Adjusted Expenses \$ 93.75

10%

Rate Unit Reduced by Percentage

Header Level Adjustment

Fees	Rate	Reduced by Percentage	10%
------	------	-----------------------	-----

Adjustment Reason
Billing in Excess of Agreed Rate

External Comments

In House Comments

Cancel Adjust

adjustment of 20% has already been applied

Apply

Approvals

[Show Sent for Review Invoice](#)

Header Level Adjustment

Fees	Adjusted Fees \$ 74.29	10%	Total
Expenses			\$ 742.90
	Adjusted Expenses \$ 93.75	15%	Total
			\$ 625

10%

Rate Unit

Reduced by Percentage Reduced by Amount New Amount

Adjust

Revert Aging Discount

Aging Discount Applied
Line item adjusted discounted **10%**

Reason
This Invoice is over 121 Days old and and Invoice adjustment of 20% has already been applied

10%

Apply

Approvals

[Show Sent for Review Invoice](#)

Header Level Adjustment

Fees Adjusted Fees \$ 74.29

Expenses Adjusted Expenses \$ 93.75

10%

Rate Unit Reduced by Percentage

Adjust

Revert Aging Discount

In-House Comments
Discount already been applied

External Comments
Not Clear about the percentage numbers

Cancel Apply

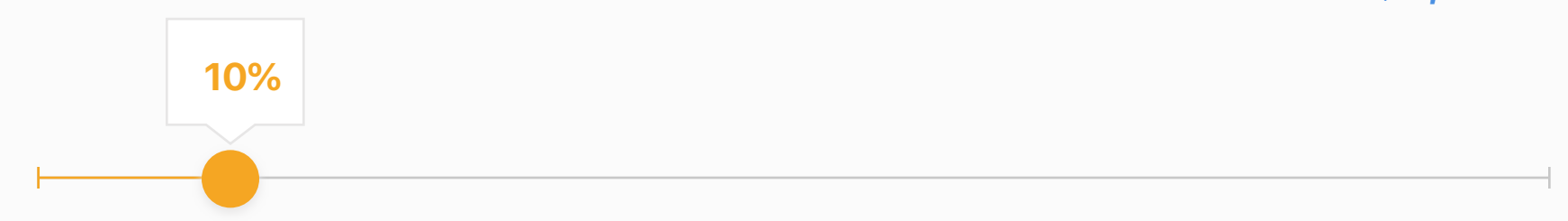
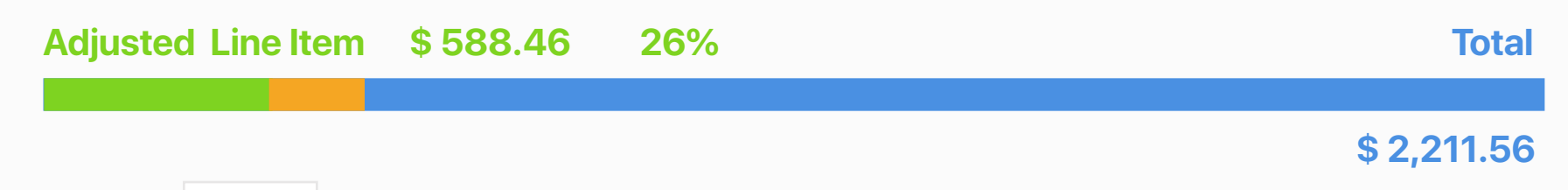
adjustment of 20% has already been applied

Apply

Approvals

[Show Sent for Review Invoice](#)

Line Item Level Adjustment



Rate Unit

Reduced by Percentage Reduced by Amount New Amount

Adjust

Approvals

[Show Sent for Review Invoice](#)

Line Item Level Adjustment

Adjustment Reason
Billing in Excess of Agreed Rate

Comments

Cancel

Adjust