LT10 Case Assessment, Development and Administration Code Set

Understanding the facts of matter, developing strategy, working with experts or consultants, organizing file materials, managing budgets, and participating in settlement activities.

LT10.10 Fact Investigation/Development

Investigating and understanding the facts of a matter. Includes interviewing of involved personnel and potential witnesses, reviewing documents to learn the facts of a potential case, working with an investigator, and all related communications and correspondence.

LT10.15 Property and Exemplars

Collecting, handling and storing property and exemplars (models or exhibits). Includes lifecycle management, procurement, storage, tracking location, and managing case billing information.

LT10.20 Analysis/Strategy

Thinking, strategizing, and planning for a case. Includes discussions, writings, and meetings on case strategy, preparing litigation plan, and communicating on case strategy.

LT10.25 Experts/Consultants

Researching, interviewing, and working with experts and consultants. Includes developing expert and consultant reports and communicating with experts and consultants.

LT10.30 Document/File Management

File organization and administration for database construction and management.

LT10.35 Budgeting

Developing and editing correspondence for regarding matter budget.

LT10.40 Settlement/Non-Binding ADR

Includes planning and participating in settlement discussions and conferences, implementing settlement, pursuing mediation, travel to/from mediation and attending mediation. Also includes pre-litigation demand letters and communications regarding settlement, mediation, or alternative dispute resolution (ADR).

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