BK10 Administration Code Set

Case administration, asset analysis or recovery, asset disposition, relief from Stay/Adequate proceedings, meetings and communications with creditors, fee/employment applications and objections, avoidance action analysis, assumption/rejection of leases and contracts, and other contested matters.

BK10.10 Case Administration

Coordination and compliance activities, including preparation of statement of financial affairs, schedules, list of contracts, United States Trustee interim statements and operating reports, contacts with the United States Trustee, and general creditor inquiries.

BK10.15 Asset Analysis and Recovery

The identification and review of potential assets including causes of action and non-litigation recoveries.

BK10.20 Asset Disposition

Sales, abandonment or transaction work related to asset disposition.

BK10.25 Relief from Stay or Adequate Protection Proceedings

The termination or continuation of automatic stay under 362 or motions for adequate protection.

BK10.30 Meetings of and Communication with Creditors

Preparing for and attending the conference of creditors, the 341(a) meeting or other creditors' committee meetings.

BK10.35 Fee/Employment Applications

Preparing employment and fee applications, motions to establish interim procedures.

BK10.40 Fee or Employment Objections

The review of or objections to the employment or fee applications of others.

BK10.45 Avoidance Action Analysis

The review of potential avoiding actions under Sections 544-549 of the Code to determine whether adversary proceedings are warranted.

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BK10.50 Assumption or Rejection of Leases and Contracts

The analysis of leases and executory contracts or preparation of motions specifically to assume or reject.

BK10.55 Other Contested Matters

The analysis or preparation of all other motions, opposition to motions or reply memoranda in support of motions (excludes assumption or rejection motions).

BK10.60 Non-Working Travel

Non-working travel.

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BK15 Business Operations Code Set

Business operations, employee benefits/pensions, financing/cash collections, tax issues, real estate, and Board of Directors matters.

BK15.10 Operations

Issues related to a debtor-in-possession operating in chapter 11 such as employee, vendor, tenant issues or similar problems.

BK15.15 Employee Benefits and Pensions

The review of issues such as severance, retention, 401(k) coverage or continuance of pension plan.

BK15.20 Financing and Cash Collections

Matters under 361, 363 and 364 including cash collateral and secured claims and loan document analysis.

BK15.25 Tax Issues

The analysis or advice regarding tax-related issues.

BK15.30 Real Estate

The review or analysis of real estate-related matters.

BK15.35 Board of Directors Matters

The preparation of materials for or attendance at Board of Directors meetings, analysis or advice regarding corporate governance issues, and review or preparation of corporate documents.

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BK20 Claims Administration and Plan Disclosure Code Set

Claims administration and objections and Plan Disclosure Statement.

BK20.10 Claims Administration or Objections

Specific claim inquiries, bar date motions, analyses, and objections or allowances of claims.

BK20.15 Plan Disclosure Statement (Incl. Business Plan)

Formulation, presentation or confirmation, compliance with the plan confirmation order, related orders or rules, and disbursement or case closing activities.

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BK25 Related Advice Code Set

The support of general bankruptcy advice/options; restructuring.

BK25.10 General Bankruptcy Advice/Opinions

The support of analysis, advice or opinions regarding potential bankruptcy related issues where no bankruptcy case has been filed.

BK25.15 Restructuring

Analysis, consultation or drafting in connection with the restructuring of agreements where no bankruptcy case has been filed.

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CN10 Fact Gathering Code Set

Initial inquiries, meetings and instructions. Includes the identification and collection of information relevant to the assignment.

CN10.10 Informational Meetings

Initial inquiries or meetings.

CN10.15 Information Review

The identification or collection of information relevant to the assignment.

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CN15 Research Law Code Set

Legal research tasks, including internal meetings and consultations with those with special expertise.

CN15.10 Consultations

Internal meetings or consultations with those with special expertise.

CN15.15 On-Line Research

Computer or on-line research in support of assignment.

CN15.20 Other Legal Research

Other legal research performed in support of assignment.

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CN20 Analysis and Advice Code Set

The analysis of facts or research performed and communicating related opinions or advice to clients.

CN20.10 Analysis

The analysis of facts or research performed.

CN20.15 Advice

The communication of related opinions or advice to clients.

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CN25 Third Party Communications Code Set

Communications with third parties not otherwise covered in this Substantive Area. Includes communications with regulators or parties to contracts with the client.

CN25.10 Contract Party Communications

Communications with parties to contracts with the client.

CN25.15 Regulatory Communications

Communications with regulators and regulatory agencies.

CN25.20 Other Communications

Communications with other third parties.

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LB10 Lobbying Administration Code Set

Administration and oversite of lobbying efforts and related support activities.

Processes: To Be Developed

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LB15 Lobbying Strategy Code Set

Efforts to define and develop a plan to govern and direct lobbying efforts and related activities.

Processes: To Be Developed

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LB20 Lobbying Code Set

Efforts to persuade members of the government to make decisions that would benefit a particular group or special interest.

Processes: To Be Developed

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LB25 Lobbying Research Code Set

Efforts to monitor, research, and analyze legislation or regulatory proposals and attending congressional hearings and other public meetings.

Processes: To Be Developed

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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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LT15 Pre-Trial Pleadings and Motions Code Set

All pleadings and pretrial motions and procedures other than discovery.

LT15.10 Pleadings

Drafting and editing pleadings. Includes reviewing and answering complaints, counter-claims, and third party complaints, motions to dismiss or strike jurisdictional motions, and research for pleadings.

LT15.15 Preliminary Injunctions/Provisional Remedies

Developing and discussing strategy for remedies, preparing motions, affidavits, and briefs, reviewing opponent's papers, preparing for, travel to/from and attending court hearing, preparing witnesses for the hearing, effectuating the remedy, and research for preliminary injunctions and provisional remedies.

LT15.20 Court Mandated Conferences

Preparing for hearings required by court order or procedural rules. Includes travel to/from court ordered conferences and attending hearings required by court order or procedural rules.

LT15.25 Dispositive Motions

Developing strategy and legal research for dispositive motions and motions for complete or partial summary judgment, preparing affidavits, reviewing opponent's pleadings and defensive motions, preparing for, travel to/from and attending hearing.

LT15.30 Other Written Motions/Submissions

Developing all motions other than dispositive, pleadings, and discovery, responding to all motions other than dispositive, pleadings, and discovery, arguing all motions other than dispositive, pleadings, and discovery, and research for other written motions and submissions.

LT15.35 Class Action Certification and Notice

Proceedings unique to class action litigation and derivative suits such as class certification and notice.

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LT20 Discovery Code Set

A category of procedural devices employed by a party to a civil or criminal action, prior to trial, to require the adverse party to disclose information that is essential for the preparation of the requesting party's case and that the other party alone knows or possesses.

LT20.10 Written Discovery /Interrogatories

Developing, responding, or objecting to interrogatories or request to admit and summarizing interrogatories and admissions received.

LT20.15 Document Production

Developing, responding, objecting to, and negotiating document request. Includes identifying and reviewing documents for production, identifying and reviewing documents for privilege, preparing and drafting request to produce, preparing and drafting response for request to produce, preparing and drafting notice of non-party production (NPP), preparing and drafting subpoena and authorization, obtaining non-subpoenaed documents (i.e. tax returns, work comp, disability, court files), and reviewing summarizing subpoenaed documents.

LT20.20 Depositions

Preparing deposition notices and subpoenas, communicating with opposing and other party's counsel on scheduling and logistics, planning and preparing to take the deposition, discussing deposition strategy, preparing witnesses, reviewing documents for deposition preparation, travel to/from and attending depositions, and drafting deposition summaries.

LT20.25 Expert Discovery

Preparing expert discovery notices, communicating with expert on scheduling and logistics, discussing expert strategy, preparation and consultation with expert, reviewing expert documents, records, or films, and drafting expert summaries and independent medical examinations (IMEs).

LT20.30 Discovery Motions

Developing and responding to or arguing motions that arise from discovery protective order process.

LT20.35 Discovery On-Site Inspections

Attending, travel to/from, and summarizing results from site inspections.

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LT25 eDiscovery Code Set

Discovery in litigation or government investigations which deals with the exchange of information in electronic format (often referred to as electronically stored information or ESI). This data is subject to local rules and agreed-upon processes, and are often reviewed for privilege and relevance before being turned over to opposing counsel.

LT25.10 Identification

The identification of potentially responsive documents for further analysis and review.

LT25.15 Preservation

Identifying potentially relevant documents and placing them in a legal hold. This ensures that data cannot be destroyed. Care is taken to ensure this process is defensible, while the end-goal is to reduce the possibility of data spoliation or destruction.

LT25.20 Collection

Collecting and transferring data from a company to their legal counsel, who will determine relevance and disposition of data.

LT25.25 Processing

Preparing native files to be loaded into a document review platform. Often, this involves the extraction of text and metadata from the native files.

LT25.30 Review

Reviewing documents for responsiveness to discovery requests and for privilege.

LT25.35 Analysis

Actions required by litigation teams that ensure ability to make informed decisions about strategy and scope through reliable methods based on verified data.

LT25.40 Production

Turning over documents to opposing counsel based on agreed-upon specifications.

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LT25.45 Presentation

Preparing and displaying ESI before audiences (at depositions, hearings, trials, etc.), especially in native & near-native forms, to elicit further information, validate existing facts or positions, or persuade an audience.

LT25.50 EDRM Project Management

Supervising or managing specific activities or actions throughout the EDRM (Electronic Discovery Reference Model) continuum such as conducting meetings and team calls, developing work plans, budgets, forecasts, reports and other meaningful activities or for general project management.

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LT30 Trial Preparation and Trial Code Set

Preparing for or participation in a judicial examination and determination of facts and legal issues arising between parties to a civil or criminal action.

LT30.10 Fact Witnesses

Preparing for examination of non-expert witness and preparing for cross-examination of non-expert witness.

LT30.15 Expert Witnesses

Preparing for examination of expert witness and preparing for cross examination of expert witness.

LT30.20 Written Motions/Submissions

Developing written motions during preparation for trial and trial, preparing for motions in limine, preparing and reviewing jury instructions, responding to written motions during preparation for trial and trial, and arguing written motions during prep for trial and trial. Also includes developing and reviewing written pre-trial and trial filings, witness lists, proposed findings of fact, conclusions of law, and trial briefs.

LT30.25 Trial Preparation and Support

Preparing for trial. Includes preparing opening and closing arguments, establishing off-site support office, identifying documents and evidence for use at trial, preparing demonstrative materials and exhibits, indexing and summarizing deposition abstracts, conducting mock trials and focus groups, jury research, and travel to/from trial preparation.

LT30.30 Trial and Hearing Attendance

Appearing at trial, trial-related hearings, and court-mandated conferences, travel to/from hearings and conferences, and communication regarding trial progression.

LT30.35 Post-Trial Motions/Submissions

Developing, responding, or arguing post-verdict matters, researching post-trial motions and submissions, and related travel.

LT30.40 Enforcement

Enforcing judgments, collecting judgments, and filings for stay pending appeal.

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LT35 Appeal Code Set

Timely resorts by an unsuccessful party in a lawsuit or administrative proceeding to an appropriate superior court empowered to review a final decision on the ground that it was based upon an erroneous application of law.

LT35.10 Appellate Proceedings/Motions Practice

Researching appellate issues, preparing and reviewing motions or other filings, drafting response to motions or other filings, arguing motions or other filings, travel to/from and attending motion hearings, preparing notice of appeal, designating appellate record, reviewing responses to appellate petition, preparing responses to appellate petition, and preparing petition appendix.

LT35.15 Appellate Briefs

Researching and preparing appellate briefs, reviewing opposing party appellate brief, and reviewing record.

LT35.20 Oral Argument

Preparing for oral argument, travel to/from and arguing an appeal, communicating with client or opposing counsel or co-counsel, and preparing appellate record.

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LT40 Exemplar and Exhibit Disposition Code Set

The retention, storage and proper disposition of property and exemplars (models).

Processes: To Be Developed

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PT10 Assessment, Development, and Administration Code Set

Fact investigation and development, analysis and strategy, document and file management, and budgeting.

PT10.10 Fact Investigation and 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.

PT10.15 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.

PT10.20 Analysis/Strategy

Thinking, strategizing, and planning for a case. Includes discussions, writing, and meetings on case strategy. Also includes initial legal research for case assessment purposes and legal research for developing a basic case strategy.

PT10.25 Document/File Management

Creating and populating document and other databases or filing systems. Includes the planning, design, and overall management of this process.

PT10.30 Budgeting

Developing, negotiating, and revising the budget for a matter.

PT10.35 Other Assessment, Development, or Administration

The assessment, development, administration and other activities that cannot be included under another category.

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PT15 Patent Investigation and Analysis Code Set

The state-of-the-art, patentability, clearance, validity, infringement, and status investigations, and publication watches.

PT15.10 State-of-the-Art Investigation

Determining the state of the art in a particular area of technology, including definition of the scope and field of the search, searching, analysis of search results, and reporting to client.

PT15.15 Patentability Investigation

Determining the approximate scope of patent protection that may be available for an invention, including definition of the scope and field of the search, searching, analysis of search results, and reporting to client.

PT15.20 Clearance Investigation

Determining whether a proposed product or process might be covered by the claims of patents and/or published patent applications, including definition of the scope and field of the search, searching, search field integrity checking, analysis of search results, and reporting to client.

PT15.25 Validity Investigation

Determining whether a patent claim is invalid, including defining of the scope and field of search, searching, analyzing search results, and reporting to the client.

PT15.30 Publication Watches

Planning, completing, and reporting the results of periodic searches for new publications in connection with a specific assignee, area of technology, patent application, or issued patent.

PT15.35 Infringement Investigation

Determining which of a client's patent claims may cover a non-client's products or processes, including collecting patent and/or product information, obtaining any product samples, comparing the products to the client's patent claims, and reporting to the client.

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PT15.40 Status Investigation

Determining the status of a published or unpublished patent application, or issued patent, including application and/or database review and forwarding report to client.

PT15.45 Other Patent Investigation and Analysis

Patent investigation and analysis activities that cannot be included under another category.

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PT20 Domestic Patent Preparation Code Set

Provisional, non-provisional, and design application preparation, plant and validation patent and continuing application preparation for domestic patents.

PT20.10 Provisional Application Preparation - Domestic

Completing a provisional patent application that is to be filed in the ("domestic") home country or region of the applicant, including review of invention disclosure materials and prior art, interviews with the inventors, drafting and revision of application, preparation and execution of formal documentation (such as assignments, transmittals, and biological deposits), filing of application, and reporting to the client.

PT20.15 Non-Provisional Application Preparation - Domestic

Completing a non-provisional utility or utility model (but not design or provisional) patent application that are to be filed in the ("domestic") home country or region of the applicant, including review of invention disclosure materials and prior art, interviews with the inventors, drafting and revision of application, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, transmittals, and biological deposits) filing of application, and reporting to the client. Includes preparation of PCT, European and other regional applications when filed in the home country of the applicant.

PT20.20 Design Application Preparation - Domestic

Completing a design patent (but not utility or utility model) application or design registration application that are to be filed in the ("domestic") home country or region of the applicant, including review of invention disclosure materials and prior art, interviews with the inventors, drafting and revision of application, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, and transmittals) filing of application, and reporting to the client.

PT20.25 Plant Patent Preparation - Domestic

Completing plant patent applications that are to be filed in the ("domestic") home country or region of the applicant, including review of invention disclosure materials and prior art, interviews with the inventors, drafting and revision of application, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements and transmittals, and biological deposits) filing of application, and reporting to the client.

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PT20.30 Continuing Application Preparation - Domestic

Completing a continuing patent application (claiming priority to an earlier-filed, parent application in the same country, without adding any new disclosure) that are to be filed in the ("domestic") home country or region of the applicant, including review of parent application, drafting and execution of any formal documents (such as transmittals and information disclosure statements), filing of application, and reporting to the client.

PT20.35 Validation Patent Application

Preparing and filing applications for validation of an issued regional patent in the ('domestic') home country of the applicant.

PT20.40 Other Patent Application Preparation - Domestic

Patent application preparation for applications that are to be filed in the ("domestic") home country or region of the applicant, and that cannot be included under another category.

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PT25 Domestic Patent Prosecution Code Set

Information disclosure, preliminary amendment, official communication, quasi-judicial administrative proceedings, post-issuance remedial action, and other patent prosecution activities for domestic patents.

PT25.10 Information Disclosure Statement - Domestic

Bringing prior art, or other information, to the attention of an Examiner in the home country of the applicant.

PT25.15 Preliminary Amendment - Domestic

Revising an application prior to the examination of the application on its merits in the home country of the applicant, including preparation of amendments and revised drawings that do not affect the scope of the disclosure.

PT25.20 Official Communication - Domestic

Processing an Official Communication from a Patent Office (known as an "Office Action" in the U.S. when directed toward the merits of the application) in the home country of an application, including initial review and any calendaring ("docketing" in the U.S.) of any response deadline, report to client with any proposed response, review of applicant's instructions and inventor's comments, preparation of amendments and/or responsive arguments, examiner interviews, and reporting to the client.

PT25.25 Quasi-Judicial Administrative Proceedings - Domestic

Completing a quasi-judicial proceeding before an administrative tribunal associated with the Patent Office of the home country of the applicant, including Appeals, Oppositions, Interferences, and other ex-parte and inter-parties proceedings. Includes collecting evidence, preparing and filing motions, briefs, responses, replies, surreplies, and other documents, attending conferences, depositions, hearings, and other proceedings.

PT25.30 "Post-Issuance Remedial Action - Domestic"

Completing activities in connection with any necessary remedial action, after issuance of a patent in the ('domestic') home country of the applicant, such as the filing of a Certificate of Correction, and correcting patent term in view of patent term adjustment (mis)calculation in the U.S.

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PT25.35 Other Patent Prosecution - Domestic

Applications that are to be initially filed in the ("domestic") home country or region of the applicant, and that cannot be included under another category.

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PT30 International Patent Preparation Code Set

Provisional, non-provisional, and design application preparation, plant and validation patent and continuing application preparation for international patents.

PT30.10 Provisional Application Preparation - International

Completing a provisional patent application that is to be filed outside the ('domestic') home country or region of the applicant, including translations, review of invention disclosure materials and prior art, interviews with the inventors, drafting and revision of application, preparation and execution of formal documentation (such as assignments, transmittals, and biological deposits), filing of application, and reporting to the client.

PT30.15 Non-Provisional Application Preparation - International

Completing a non-provisional, utility or utility model (but not design or provisional) patent application that is to be filed outside the ('domestic') home country or region of the applicant, including translations, review of any invention disclosure materials or parent applications, drafting of application (including pre-filing revision of parent applications), preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, transmittals, and biological deposits) filing of application, and reporting to the client.

PT30.20 "Design Application Preparation - International"

Completing a design patent (but not utility or utility model) applications or design registration applications that are to be filed outside the ('domestic') home country or region of the applicant, including translations, review of any invention disclosure materials or parent applications, drafting of application including pre-filing revision of parent applications, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, and transmittals) filing of application, and reporting to the client.

PT30.25 Plant Patent Preparation - International

Completing plant patent applications that are to be filed outside the ('domestic') home country or region of the applicant, including translations, review of any invention disclosure materials or parent applications, drafting of application including pre-filing revision of parent applications, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, transmittals, and biological deposits) filing of application, and reporting to the client.

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PT30.30 Continuing Application Preparation - International

Completing a continuing patent application (claiming priority to an earlier-filed application in the same country, but without adding new disclosure) that are to be filed outside the ('domestic') home country or region of the applicant, including translations, review of any invention disclosure materials or parent applications, drafting of application including pre-filing revision of any parent applications, preparation and execution of formal documents (such as assignments, declarations, information disclosure statements, transmittals, and biological deposits) filing of application, and reporting to the client.

PT30.35 Validation Patent Application Preparation - International

The preparation and filing of applications for validation of an issued regional patent outside of the ('domestic') home country of the applicant.

PT30.40 Other Patent Application Preparation - International

Preparation activities in connection with patent applications that are to be filed outside the ('domestic') home country or region of the applicant, and that cannot be included under another category.

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PT35 International Patent Prosecution Code Set

Information disclosure, preliminary amendment, official communication, quasi-judicial administrative proceedings, post-issuance remedial action, and other patent prosecution activities for international patents.

PT35.10 Information Disclosure Statement - International

Bringing prior art, or other information, to the attention of an Examiner outside the home country of the applicant.

PT35.15 Preliminary Amendment - International

Revising an application prior to the examination of the application on its merits outside the home country of the applicant, including preparation of amendments and revised drawings that do not affect the scope of the disclosure.

PT35.20 Official Communication - International

Processing an Official Communication from a Patent Office outside the home country of the applicant, including initial review and calendaring of any response deadline, report to client with any proposed response, review of applicant's instructions and inventor's comments, preparation of amendments and/or responsive arguments, examiner interviews, and report of actions to the client. Includes activities associated with Official Communications not affecting the merits of the application, such as filing receipts, restriction/election requirements, and annuity/maintenance fee payments.

PT35.25 Quasi-Judicial Administrative Proceedings - International

Completing a quasi-judicial proceeding before an administrative tribunal associated with a Patent Office outside of the home country of the applicant, including Appeals, Oppositions, Interferences and other ex-parte and inter-partes proceedings. Includes collecting evidence, preparing and filing motions, briefs, responses, replies, surreplies, and other documents, attending conferences, depositions, hearings, and other proceedings.

PT35.30 Post-Issuance Remedial Action - International

Completing a continuing patent application (claiming priority to an earlier-filed, parent application in the same country, without adding any new disclosure) that are to be filed outside of the ("domestic") home country or region of the applicant, including review of parent application, drafting and execution of any

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formal documents (such as transmittals and information disclosure statements), filing of application, and reporting to the client.

PT35.35 Other Patent Prosecution - International

Patent prosecution activities in connection with applications that are ("International") filed outside the home country or region of the applicant, and that cannot be included under another category.

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PT40 Other Patent-Related Tasks Code Set

Opinion preparation, portfolio analysis and management, assignments and security interests, and licensing.

PT40.10 Opinion Preparation

Completing formal legal opinions on the validity, enforceability, infringement, and/or non-infringement of a patent claim. Includes opinions on infringement of a client's patent by a non-client infringer.

PT40.15 Portfolio Analysis and Management

Reviewing, analyzing, documenting, and managing a portfolio of patents. Includes patent "due diligence" during transactional analysis.

PT40.20 Assignments and Security Interests

Negotiating and preparing assignment (i.e. previously registered or filed application) or security interest, including review of file history, checking status and meeting with client.

PT40.25 Licensing

Negotiating and preparing license.

PT40.30 Exemplar and Exhibit Disposition

The retention, storage and proper disposition of property and exemplars (models).

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TM10 Assessment, Development, and Administration Code Set

Fact investigation and development, analysis and strategy, document and file management, and budgeting.

TM10.10 Fact Investigation and Development

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

TM10.15 Analysis/Strategy

The thinking, strategizing, and planning for a case. Includes discussions, writing, and meetings on case strategy. Also includes initial legal research for case assessment purposes and legal research for developing a basic case strategy.

TM10.20 Document/File Management

Creating and populating document and other databases or filing systems. Includes the planning, design, and overall management of this process.

TM10.25 Budgeting

Developing, negotiating, and revising the budget for a matter.

TM10.30 Other Assessment, Development, or Administration

The assessment, development, administration and other activities that cannot be included under another category.

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TM15 Trademark Investigation and Analysis Code Set

The investigation to verify ability to register, clearance and opposition investigations, publication watches, enforcement investigation, and status investigation.

TM15.10 Registrability Investigation

Determining the initial availability and registerability of a particular trademark, including the definition of the scope of protection, searching, analyzing the search results, and reporting results to the client. Also known as a "knock out" search, or 'preliminary' search.

TM15.15 Clearance Investigation

Determining the final availability and registerability of a particular trademark, including definition of the scope of protection, searching, analyzing the search results, and reporting the results to the client. Also known as a "full" search.

TM15.20 Opposition Investigation

Investigating a claim or potential claim of trademark opposition, trademark infringement or trademark dilution before a trademark office tribunal, including definition of the scope of the investigation, searching, analyzing the search results, and reporting to the client.

TM15.25 Publication Watches

Planning, completing, and reporting the results of periodic searches for conflicting trademarks.

TM15.30 Enforcement Investigation

Investigating a claim or potential claim of trademark infringement, dilution or unfair competition before a court of jurisdiction, including definition of the scope of the investigation, searching, analyzing the search results, and reporting to the client.

TM15.35 Status Investigation

Determining the status of a pending or registered trademark, including inquiries with the trademark office, directing outside counsel and database review, and forwarding status report to client.

TM15.40 Other Trademark Investigation and Analysis

Trademark investigation and analysis activities that cannot be included under another category.

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TM20 Domestic Trademark Application Preparation Code Set

Application preparation and filing for domestic trademarks.

TM20.10 Application Preparation and Filing - Domestic

Completing a trademark or service mark application (including renewal applications) that is to be filed in the ("domestic") home country or region of the applicant, including obtaining the specimen of use from the client, scanning the specimen for electronic filing, discussion with the client to ascertain the dates of first use and first use in commerce, drafting and revision of the application, preparation and filing of the application by electronic or paper formats, and reporting results to the client.

TM20.15 Other Domestic Trademark Application Preparation and Filing

Trademark application preparation activities that cannot be included under another category.

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TM25 Domestic Trademark Prosecution and Renewal Code Set

Affidavits, petitions, extensions, declarations and other filings, preliminary amendments, official communications, and quasi-judicial administrative proceedings for domestic trademarks.

TM25.10 Affidavits, Petitions, Extensions, Declarations and Other Filings - Domestic

Processing affidavits, petitions, extensions, declarations, and change of correspondence with the Trademark Office in the home country of an application, including initial review and any calendaring ("docketing" in the U.S.) of any response deadline, reporting to client with any proposed response, reviewing applicant's instructions and comments, preparation of affidavits, petitions, extensions, declarations, change of address or change of ownership and/or responsive arguments, examiner interviews, and reporting to the client.

TM25.15 Preliminary Amendment - Domestic

Revising an application prior to the examination of the application on its merits in the home country of the applicant, including preparation of amendments and revised drawings that does not materially alter the original drawing.

TM25.20 Official Communication - Domestic

Processing an Official Communication from a Trademark Office (known as an "Office Action" in the U.S. when directed toward the merits of the application) in the home country of an application, including initial review and any calendaring ("docketing" in the U.S.) of any response deadline, reporting to client with any proposed response, reviewing applicant's instructions and comments, preparation of amendments and/or responsive arguments, examiner interviews, and reporting to the client.

TM25.25 Quasi-Judicial Administrative Proceedings - Domestic

Completing a quasi-judicial proceeding before an administrative tribunal associated with the Trademark Office of the home country of the applicant, including Appeals, Oppositions, and other ex-parte and inter-parties proceedings. Includes collecting evidence, preparing and filing motions, briefs, responses, replies, surreplies, and other documents, attending conferences, depositions, hearings, and other proceedings.

TM25.30 Other Trademark Prosecution - Domestic

Trademark prosecution activities for applications that are to be initially filed in the ("domestic") home country or region of the applicant, and that cannot be included under any other category.

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TM30 International Trademark Application Preparation and Renewals Code Set

An application preparation and filing for international trademarks.

TM30.10 Application Preparation and Filing - International

Completing a trademark, service mark or design mark application (including renewal applications) that is to be filed in a jurisdiction outside the home country or region of the applicant, including obtaining the power of attorney, translations if necessary, obtaining supporting information and documentation from the client, discussing priority filings with the client, drafting and revision of the application, preparation and filing of the application, and reporting to the client.

TM30.15 Other International Trademark Application Preparation and Filing

International trademark application preparation activities that cannot be included in another category.

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TM35 International Trademark Prosecution and Renewal Code Set

Affidavits, petitions, extensions, declarations and other filings, preliminary amendments, official communications, and quasi-judicial administrative proceedings for international trademarks.

TM35.10 Affidavits, Petitions, Extensions, Declarations and Other Filings – International

Processing affidavits, petitions, extensions, declarations, and change of correspondence with the Trademark Office in the home country, including initial review and any calendaring ("docketing" in the U.S.) of any response deadline, reporting to client with any proposed response, reviewing applicant's instructions and comments, preparation of affidavits, petitions, extensions, declarations, change of address or change of ownership and/or responsive arguments, examiner interviews, and reporting to the client.

TM35.15 Preliminary Amendment - International

Revising an application prior to the examination of the application on its merits in the home country of the applicant, including preparation of amendments and revised drawings that does not materially alter the original drawing.

TM35.20 Official Communication - International

Processing an Official Communication from a Trademark Office outside the home country of the applicant, including initial review and calendaring of any response deadline, reporting to client with any proposed response, reviewing applicant's instructions and comments, preparation of amendments and/or responsive arguments, submitting response to local counsel, and reporting to the client.

TM35.25 Quasi-Judicial Administrative Proceedings - International

Completing a quasi-judicial proceeding before an administrative tribunal associated with a Trademark Office outside of the home country of the applicant, including Appeals, Oppositions, and other ex-parte and inter-parties proceedings. Includes collecting evidence, preparing and filing motions, briefs, responses, replies, surreplies, and other documents, attending conferences, depositions, hearings, and other proceedings.

TM35.30 Other Trademark Related Tasks

Trademark prosecution activities in connection with applications that are ("International") filed outside the home country or region of the applicant, and that cannot be included under another category.

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TM40 Other Trademark Related Tasks Code Set

Opinion preparation, portfolio analysis and management, assignments and security interests, licensing, domain names, and quasi-judicial administrative proceedings for domain names.

TM40.10 Opinion Preparation

Completing formal legal opinions on the validity, enforceability, infringement, and/or non-infringement of a trademark right. Includes opinions on infringement of a client's trademark by a non-client infringer.

TM40.15 Portfolio Analysis and Management

Reviewing, analyzing, documenting, and managing a portfolio of trademarks. Includes trademark "due diligence" during transactional analysis.

TM40.20 Assignments and Security Interests

Negotiating and preparing assignment (i.e. previously registered or filed application) or security interest, including review of file history, checking status and meeting with client.

TM40.25 Licensing

Negotiating and preparing trademark license.

TM40.30 Domain Names - gTLDs

Completing a domain name application (including renewal) that is to be filed as a generic top-level domain (gTLD), e.g., .com.

TM40.35 Domain Names - ccTLDs

Completing a domain name application (including renewal) that is to be filed as a country code top-level domain (ccTLD), e.g., .jp, .uk, .tv.

TM40.40 Quasi-Judicial Administrative Proceedings - Domain Names

Completing a quasi-judicial proceeding before an administrative tribunal associated with domain name enforcement actions, including Uniform Domain Name Dispute Resolution (UDRP) actions administered under ICANN and WIPO.

TM40.45 Other Trademark Prosecution

Trademark related tasks that cannot be included under a previous code.

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TN10 Deal Management Code Set

Managing project activities, i.e., time spent overseeing the management of the matter based on assuring that scope, time and cost are evaluated, monitored and communicated. Includes adjusting the level of effort and assignment of work, communicating among the team and with the client/customer on changes in circumstances and evaluation of budget against actual.

Processes: To Be Developed

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TN15 Preliminary Matters Code Set

Supporting preliminary matters (letter of intent, confidentiality agreements, exclusivity, inducement, break fee information memorandum, auction process, service provider engagement agreements). Includes drafting, negotiating and amending preliminary stage agreements, establishing bidding and auction procedures, and drafting, negotiating and amending engagement agreements with service providers (e.g., accountants, environmental consultants, investment bankers, etc.).

Processes: To Be Developed

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TN20 Initial Document Preparation Code Set

Drafting transaction documents and opinions prior to delivery, and soliciting input/guidance from specialists on terms and provisions. Includes all related communications regarding engagement.

Processes: To Be Developed

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TN25 Due Diligence and Disclosure Schedules Code Set

Reviewing documents, attending management presentations, preparing due diligence questionnaire, setting up data room, negotiating due diligence reliance letters, and conducting other due diligence searches (e.g., liens, litigation, background checks, etc.). Includes time related to drafting, reviewing and negotiating disclosure schedules.

Processes: To Be Developed

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TN30 Negotiation/Revision/Response Code Set

Supporting the negotiation of and amendment to initial transaction documentation as a result of such negotiations, drafting ancillary agreements, attendance at meetings, and associated responses.

Processes: To Be Developed

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TN35 Financing Code Set

Drafting, negotiating and amending any sale or acquisition financing (e.g., bank loans, debentures, equity financing, security agreements, guarantees, etc.).

Processes: To Be Developed

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TN40 Regulatory and Specialty Matters Code Set

Support of consultations regarding particular areas of expertise.

TN40.10 Antitrust / Competition

Analyzing filing requirements and possible antitrust overlaps, preparing competition law filings, responding to information requests from regulators, meetings and negotiations with regulators, and implementing any regulatory required actions (e.g., hold separate commitments, asset dispositions).

TN40.15 Data Security/Privacy/Data Protection/Cyber Security

Data security, privacy, and cybersecurity due diligence. Includes assessment of risks and maturity of security systems, tactical and strategic fixes to improve security and their related costs, potential or actual data breaches, system vulnerabilities, overall security posture, potential liabilities, and impact on valuations.

TN40.20 Employment, Labor and Employee Benefits

The analysis of human resource issues (excluding Executive Compensation) in an acquisition (e.g., WARN Act requirements, relative pay scales and practices, title mapping, etc.), employee benefit issues (e.g., 401(k) mergers, health and welfare plan analysis and harmonization, leave policy issues), trade union and works council matters (e.g., notices or consultations, renegotiation of union contracts, etc.), and immigration matters.

TN40.25 Executive Compensation

The analysis of employment agreements, severance arrangements, equity award plans and agreements, change-in-control payments, retention or “Stay” agreements and nonqualified deferred compensation arrangements and other incentive compensation arrangements. Preparation of “golden parachute” (Section 280G) vote materials, if applicable. Consideration of post-acquisition executive benefits to be provided to senior management.

TN40.30 Environmental

Environmental due diligence, transfer of environmental permits, and other environmental matters.

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TN40.35 Intellectual Property and Technology

Intellectual property and technology due diligence. Includes drafting, negotiating and amending licenses of intellectual property and technology assets.

TN40.40 Real Property

Real property due diligence. Includes drafting, negotiating and amending real property transfer documents, assigning leases, landlord consents, land use regulations.

TN40.45 Securities Regulatory Matters

Drafting and filing any required registration statements, proxy statements and Reports/Circulars, and no action requests.

TN40.50 Tax

Transaction structuring. Includes tax due diligence, negotiation of tax allocations, and indemnifications and representations.

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Classification:
Transaction/M&A (Project)

TN45 Shareholder/Board Matters Code Set

Supporting Board presentations regarding due diligence findings and the transaction, drafting of minutes and resolutions of the board, review of fairness opinions, and advising the board regarding fiduciary duties/shareholder meetings.

Processes: To Be Developed

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TN50 Closing Matters Code Set

Drafting and supporting the negotiation of closing documents (e.g., certificates, bills of sale, legal opinions, closing agenda, powers of attorney, etc.) and attending the closing.

Processes: To Be Developed

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TN55 Integration Matters (M&A) Code Set

Support of post-closing integration matters, including restructuring of subsidiaries and post-closing transfer of assets and liabilities within a party's corporate structure.

Processes: To Be Developed

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Classification:
Transaction/M&A (Project)

TN60 Post-Closing Requirements, Disputes & Adjustments Code Set

Assisting with post-closing requirements, disputes and adjustments (working capital, indemnification, earn-out), post-closing working capital, purchase price adjustments, earn-out and other adjustments, and negotiating and litigating indemnification claims.

Processes: To Be Developed

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TN65 Maintenance and Renewal Code Set

Subsequent maintenance and renewal requirements under the terms of the transaction or project such as monitoring of lease agreements, routine waivers and coordination of lien perfection (UCC and other) requirements.

Processes: To Be Developed

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WC10 Initial Assessment Code Set

The initial assessment of case and/or issue and outcomes. Includes fact investigation, analysis, strategy development, identifying experts, budgeting, and settlement/mediation activities and associated alternative fee arrangements (AFA's).

WC10.10 Fact Investigation/Development

Investigating and/or understanding the facts of a matter.

WC10.15 Analysis/Strategy

Thinking, strategizing, and planning for a case.

WC10.20 Experts/Consultants

Selecting experts, reviewing reports, and communication regarding opinions.

WC10.25 Budgeting

The preparation of budget and related communications.

WC10.30 Settlement/Resolution

The planning and participation in settlement or mediation discussions. Includes conferences and communications with attorney, adjuster and employer and/or other party.

WC10.35 Alternative Fee Arrangements (AFA's)

The development, calculation or approval of all non-hourly or other alternative fee arrangements for tasks and activities in this category.

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WC15 Pleadings/Preliminary Proceedings Code Set

Developing and preparing pleadings, meetings and conferences with judge up to Hearing, and associated alternative fee arrangements (AFA's).

WC15.10 Pleadings

Drafting, editing and filing pleadings, Workers' Comp State forms, pre-hearing notices, and affidavits. Includes related research and review of opposing counsel pleadings.

WC15.15 Conferences with Judge

Preparing for, attending, and reporting on conference with judge. Includes all matters up to hearing on merits. Actual hearing/trial matters are excluded.

WC15.20 Alternative Fee Arrangements (AFA's)

The development, calculation or approval of all non-hourly or other alternative fee arrangements for tasks and activities in this category.

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WC20 Discovery/Document Production Code Set

Written discovery, document production and acquisition, depositions, expert discovery, discovery motions, discovery on-site inspections and visits, and associated alternative fee arrangements (AFA's).

WC20.10 Written Discovery

Preparing, identifying, summarizing, and analyzing written discovery. Includes reviewing responses to written discovery and attending mandatory meet-and-confer sessions.

WC20.15 Document Production/Acquisition

Preparing and responding and/or objecting to document request. Includes identifying and reviewing documents for production and privilege, and preparation of subpoenas and requests.

WC20.20 Depositions

Preparing notices, communication and preparation of witnesses, discussing strategy, deposition preparation, attending, and travel to/from depositions.

WC20.25 Expert Discovery

Preparing notices, communication with experts and opposing counsel, preparing subpoenas, strategy discussions, document review, preparing summaries, scheduling and reviewing IME's and IRE's.

WC20.30 Discovery Motions

Preparing, responding to, and arguing all motions that arise out of discovery. Includes protective orders.

WC20.35 Discovery On-Site Inspections/Visits

Attending, traveling to/from, and summarizing results from site inspection/visits.

WC20.40 Alternative Fee Arrangements (AFA's)

Development, calculation or approval of all non-hourly or other alternative fee arrangements for tasks and activities in this category.

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WC25 Hearings/Trial Practice Code Set

The examination of fact and expert witnesses, written motions/submissions, Hearing preparation and support, hearing appearances, post-hearing activities, subrogation claims, and associated alternative fee arrangements (AFA's).

WC25.10 Fact Witnesses

Preparing for examination and cross-examination of witnesses, witness interviews, and review and analysis of transcripts.

WC25.15 Expert Witnesses

Preparing for examination and cross-examination of expert witnesses, expert witness interviews, and review and analysis of transcripts.

WC25.20 Written Motions/Submissions

Developing, reviewing, and responding to written motions. Includes activities related to motions for hearing as well as jurisdictional and dispositive motions.

WC25.25 Hearing Preparation and Support

Identifying documents and evidence, preparing evidence/exhibits, pre-hearing conferences, prepatory research, deposition review, and preparation of memorandum of law and opening/closing statements.

WC25.30 Hearing

Appearances, arguing motions, travel to/from hearings, and post-hearing communication/report regarding hearing.

WC25.35 Post-Hearing

Preparing proposed findings of fact, conclusions of law, position paper, and memorandum of law in support thereof, preparing and preserving objections, post hearing conferences, and preparing and reviewing order for court.

WC25.40 Subrogation Claims

Assertion of subrogation claims on behalf of employer or carrier.

WC25.45 Alternative Fee Arrangements (AFA's)

The development, calculation or approval of all non-hourly or other alternative fee arrangements for tasks and activities in this category.

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WC30 Appellate Practice Code Set

Appellate proceedings/motions; appellate briefs, oral arguments/post submission, and associated alternative fee agreements (AFA's).

WC30.10 Appellate Proceedings/Motions

Researching, drafting and arguing motions or other filings, attending and traveling to/from hearings, and review and preparation of notice of appeal and appellate petition.

WC30.15 Appellate Briefs

The preparation and review of appellate briefs, related research, preparing and reviewing appellate record, and communication with parties.

WC30.20 Oral Arguments/Post Submission

Preparing for, attending, and traveling to/from oral arguments, communication regarding appeal, and review of decision.

WC30.25 Alternative Fee Arrangements (AFA's)

The development, calculation or approval of all non-hourly or other alternative fee arrangements for tasks and activities in this category.

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