Mandated Billing

Juris Mandated Billing

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MANDATED BILLING

Juris Time and Billing includes the billing requirements mandated by the following companies:

- Anheuser-Busch
- Bristol-Myers Squib
- CCR
- CLASS
- CLMS
- Examen
- FOJP
- Frankenmuth Insurance
- GM
- ICLR
- International Paper
- Juris Comma Delimited
- Juris Pipe Delimited
- LAS
- LAWTRAC
- LCMS
- LEDES 1998B
- Nationwide
- New Invoice
- Opthalmic Mutual Insurance
- Professional Fee Manager
- Providence Washington
- St. Paul
- Travelers
- TyMetrix
- Legalgard:
  - AllState
  - Chubb
  - Great American
  - Indiana Lumbermen
  - Preferred Risk
  - Protegrity
  - Standard Long Parsed
  - Summit Risk

(Refer to the file Legend.txt for file definitions.)

Additional companies' mandated billing requirements will be incorporated into the software as requested.

These specialized bill formats are based on our understanding of information available to Juris, Inc. at the time of programming and you should review the output prior to relying on the results to determine that those results accurately meet the current requirements of your particular client. The very nature of mandated bill formats is that they are unique to the law firm client mandating the format. The mandated rules can change without notice to Juris. The rules mandated by one department may differ from a second. The mandated format may vary, without our knowledge, from one outside counsel relationship to another.

Required output may be electronic, printed, or both and is determined by the company mandating the billing. Generating this requisite output is company specific.

The current version of on-line Help does not include these instructions. Please keep this document for future reference.

Juris is committed to helping our clients meet increasing incidents of mandated requirements. You can help us by immediately advising us of new mandated incidents or changes in requirements previously addressed by Juris by sending an e-mail to MandatedBill@juris.com.

MANDATED BILLING

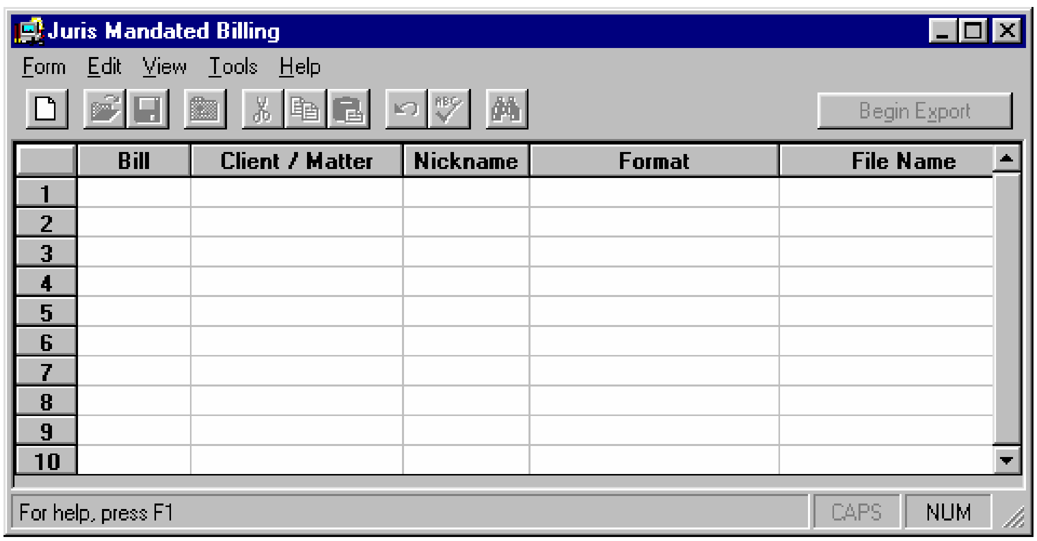
Increasingly, large insurance and corporate clients are requiring outside counsel to provide bills (printed and/or electronic) that conform to precise and rigid custom formats. They often require the use of Task Codes and frequently include non-law firm generated data such as the corporate client's internal reference number, etc. Some require a specific electronic format, some are paper formats, and some require both. The paper format is produced when the Final Bill is printed and the electronic format is created when **JurisBX** is run.

In addition to the standard billing procedures, there are some specific steps to be taken in order for Juris to create these mandated formats.

Setup

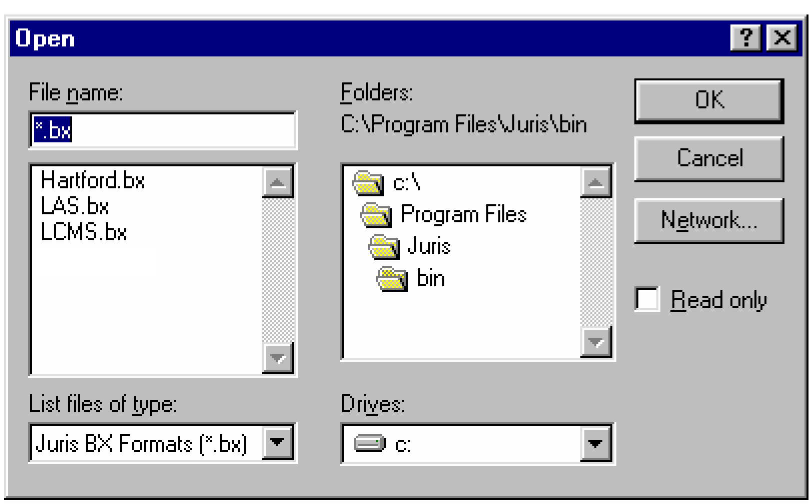
Copy the enclosed files to *program files\juris\bin* folder of the machine that will be processing this billing. Execute the program called ***JurisBX.exe*** to begin. The JurisBX (bill exporter) system login form will open. Enter a user ID and password that is valid in Juris. *This User ID must also have permission to create electronic bills.*

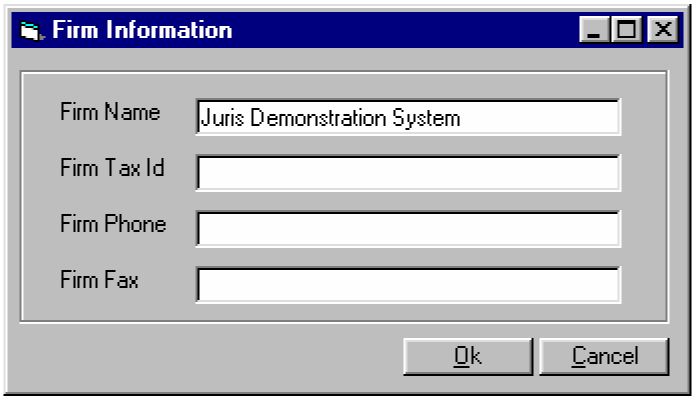
At this point, you will see the main spreadsheet form similar to the following that allows you to choose from various setup options.



The needed format(s) must first be imported. These files were copied onto your hard drive in the previous steps. To import, select **Tools** from the menu bar, then **Format Maintenance**, **File** and then **Import**. From the Open form, select the needed format and click OK.

Importing a bill format is required only one time for each format.





Next, from the JurisBX main menu, select **Tools** from the main menu bar, then **Firm Info**. Fill in the requested information.

The Tax ID may need to be entered without a hyphen. For example, the Professional Fee Manager (PFM) format only allows 9 digits.

If a format requires the Firm address, JurisBX looks to the first Office set up in Juris. The city, state and Zip Code need to be on one line with the standard "City, ST 99999" format. (It looks for the "comma space 2 character space" first and verifies that the two characters are a legitimate state code, then it makes sure it's followed by a space and 5, 9 or 10 digits.)

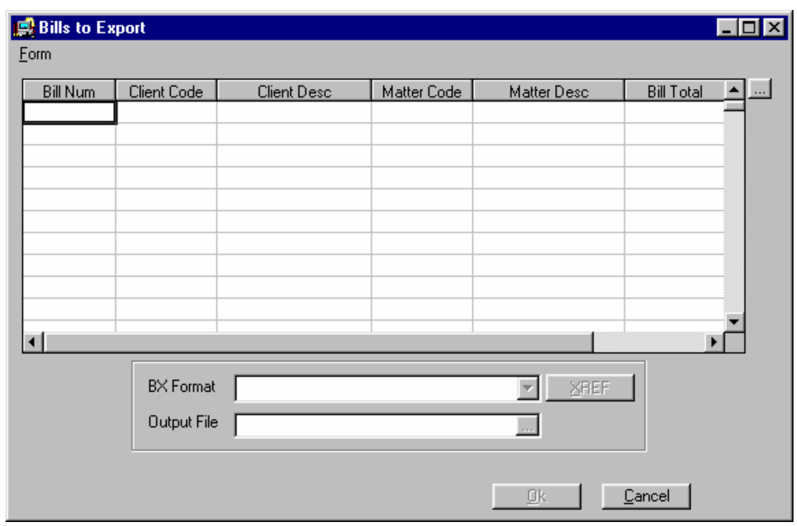
Billing

Once these steps have been completed, an electronic bill may be created for any Matter, which has an unposted final bill. The bill's status in Juris must be "Ready to Post" or "Print Bill" in order to export it. It may also have the status "Ready to Print Bill," but only if the final bill was printed through Edit Prebills and the status wasn't set to change to "Ready to Post."

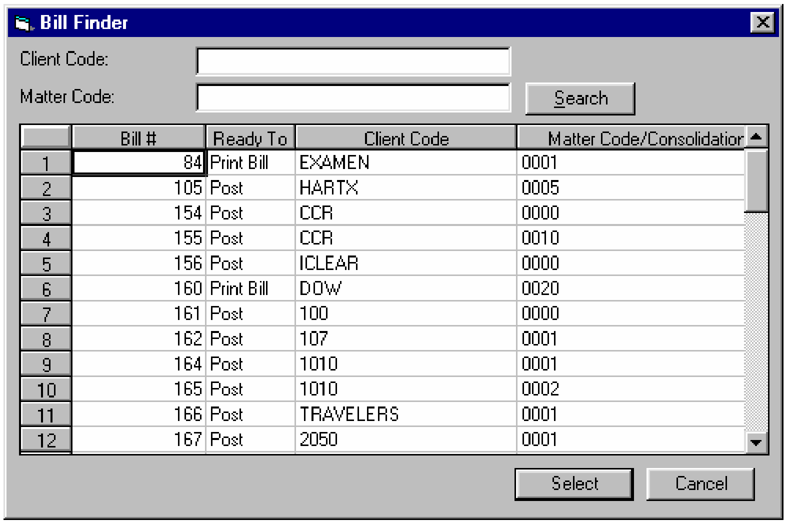
To create the mandated bill, select **Form** and then **New** from the main menu bar. The *Bills to Export* form will open.

Enter the bill number to be exported into a mandated format. If you don't know the bill number, there is a Finder (lookup) button on the far right which will list all open bills with the appropriate status. (Once the bill is selected, it is "Locked" in Juris until it is exported.)

Note: Bills which are part of a consolidation group may not be selected.



If the Finder button is used to select the bill to be exported, a screen similar to the following will display listing all the bills in Juris that are currently available for exporting.



Bill Finder

Client Code:

Matter Code:

Search

	Bill #	Ready To	Client Code	Matter Code/Consolidation
1	84	Print Bill	EXAMEN	0001
2	105	Post	HARTX	0005
3	154	Post	CCR	0000
4	155	Post	CCR	0010
5	156	Post	ICLEAR	0000
6	160	Print Bill	DOW	0020
7	161	Post	100	0000
8	162	Post	107	0001
9	164	Post	1010	0001
10	165	Post	1010	0002
11	166	Post	TRAVELERS	0001
12	167	Post	2050	0001

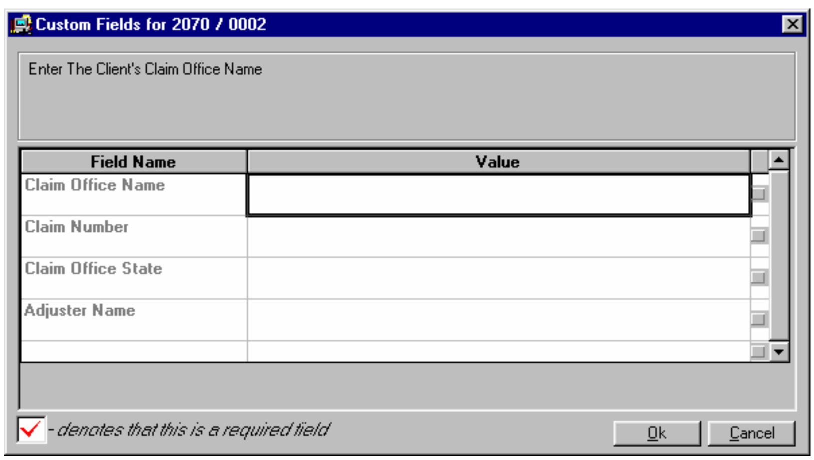
Select Cancel

From this Finder list, highlight the bill(s) to export and click on the **Select** button; or, double click on the bill.

A Client search is available by entering the Client Code and clicking on the **Search** button. Then only the available bills/matters for that particular client will be displayed from which you may choose.

If there are multiple billing addresses for a matter, JurisBX needs to know which one should go in the Export file. It will ask you to create an address using the Address Nickname of JurisBX in Juris. Or, check the appropriate address as the Primary Address.

Once a bill is selected, JurisBX returns to the *Bills to Export* form (displayed on the prior page). If this is the first time this program has been run for a particular Matter, additional information may need to be furnished by **right clicking on the bill** to bring up a Custom Fields form similar to this one in order to complete additional information for that particular format. **Note that apostrophes should not be entered in these fields.**



Custom Fields for 2070 / 0002

Enter The Client's Claim Office Name

Field Name	Value
Claim Office Name	
Claim Number	
Claim Office State	
Adjuster Name	

- denotes that this is a required field

Ok Cancel

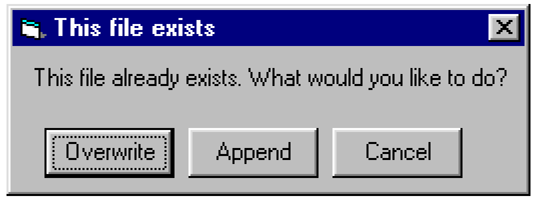
If there are required Custom Fields that need to be completed, the bill on the *Bills to Export* form will be highlighted in yellow, alerting you to the fact that additional information is required.

One other tool for completing the necessary information for a specific format on the *Bills to Export* form is the **XREF** button. All this additional information is determined by the requirements of each mandated billing format.

The only available formats shown in the BX Format drop down list will be those that have been imported. (Note: The Bill Format selected here in no way relates to the bill formats in Juris.)

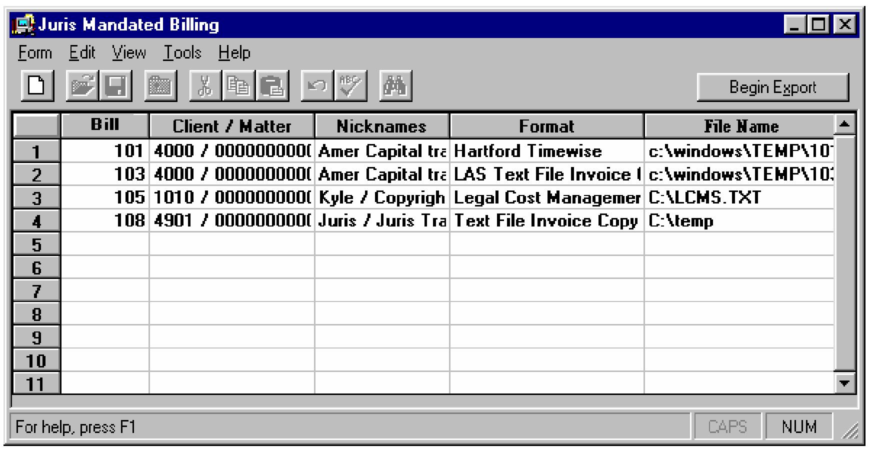
The final information needed by JurisBX is the location and name for the output file(s). Each bill listed on *Bills to Export* form may have individual file names, or they can all be grouped into a single output file by highlighting all the bills and entering the Output File Name.

If an Output File name is entered that has been used before and the output file still exists, the following window will display. Either Overwrite the previous file with the new one, or Append the new file to the prior one. The Append feature allows additional bills to be added to an already-existing output file.



Once entered, all this information is maintained in Juris on a Note Card for the Matter and may be viewed, edited, deleted, etc. at any time. If the note card is edited in any way within Juris, there will be prompts for new information the next time you create an electronic bill for this Matter.

After completing the necessary setup information, click on OK on the *Bills to Export* form and the selected bill will appear on the main form shown below. Add as many as you wish to the same spreadsheet. They do not all have to be the same electronic format.



A bill's JurisBX information may be edited prior to exporting by double clicking on the appropriate bill. This will again bring it up on the *Bills to Export* form and then right click on the bill there.

Click on the **Begin Export** button to export the electronic bill(s).

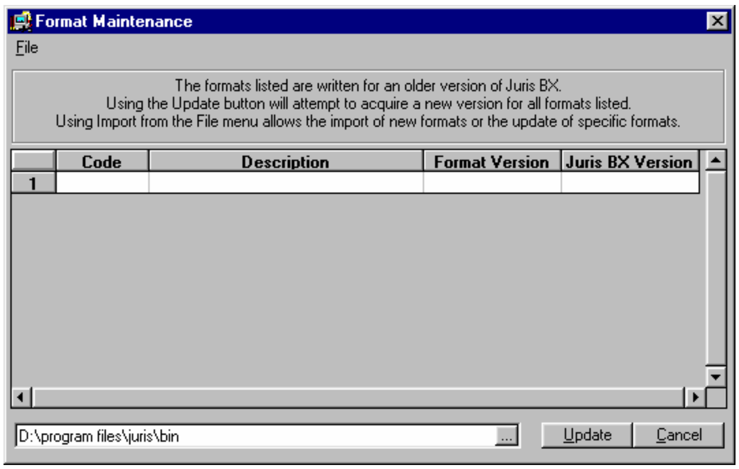
Note: If there is any information that is rejected, a file called bxerrlog.txt will be created.

Updates

Periodically, updates will be issued for the JurisBX software and/or the mandated bill formats. If an update to JurisBX is required, it is also important to have the appropriate versions of bill formats that will work with the latest version of BX.

Updated JurisBX and Formats

Every time there is a new JurisBX, updated bill formats will be needed. The first time JurisBX is opened after it is updated, a screen similar to the following will be displayed:

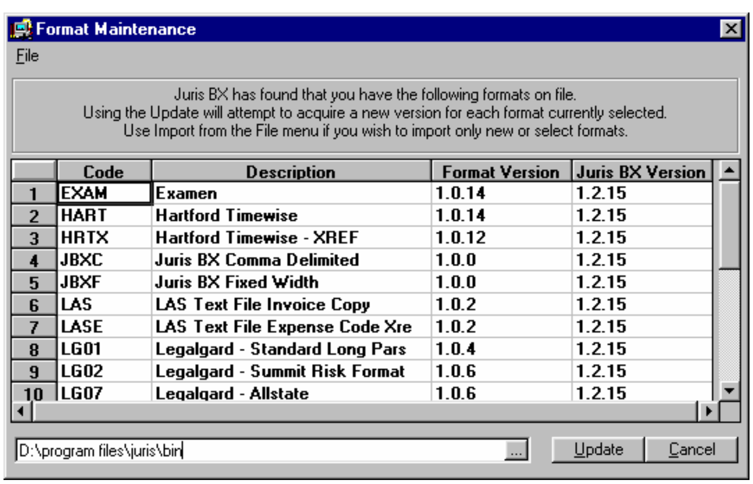


Listed on this screen will be the mandated formats previously imported into JurisBX which now need to be updated. They may easily be updated by clicking on the Update button. First make sure the path shown at the bottom of the form is pointed to the correct location of the updated formats.

If there are also new formats that need to be imported for the first time, go to File/Import and select the format you wish to import.

Updated Formats Only

Not all updated bill fomats require JurisBX to be updated also. If a bill format alone needs to be updated, go to Tools/Format Maintenance. A screen similar to the following will display.



This screen displays the version of the Bill Format and also the version of JurisBX. If the latest version of JurisBX isn't displayed, then you should update the format.

Click on the Update button to update all your formats, or go to File/Import to update or import a single format.

Deleting Formats

If an incorrect format was accidentally imported or there's a format that is no longer needed, they can be deleted. Go to Tools/Format Maintenance and highlight the format to be deleted. Then go to File/Delete. This will remove the format from JurisBX.

Formats Requiring Special Instructions

Some formats are so complicated that we have to manipulate data within Juris to accomplish the output specified by some companies. The following are special instructions needed for those formats.

CCR

CCR requires a five-character Task Code and a five-character Expense Code so the Task Code Cross Reference and the Expense Code Cross Reference in Juris must be used on the client/matter needing the CCR format.

Because CCR requires a State on all time and expense entries and a Client Code on appropriate entries, we have written the CCR format to pull that information from the Optional Code 1 and Notes (not Note Card) from the time/expense entries on the bill.

First go to Firm Options/Transactions in Juris and check to use **Optional Code 1** in both time and expense entries. Second, go to both Time and Expense entry to Tools/Preferences and check to use the **Note** field.

During the actual time and expense entry for your CCR client, the 2-digit State abbreviation (where the work/expense took place) has to be entered in **Optional Code 1**. The Client Code, when appropriate, should go in the entry's **Note** field.

CCR also requires that all bills be in one output file. Therefore the appropriate steps will need to be taken to name all bills in each billing cycle with the same Output File name.

FOJP

When exporting multiple **FOJP** bills to a single export file, the JurisBX export list cannot contain a mixture of files or a mixture of formats. All files in the batch must have the same name so only FOJP bills should be processed during this procedure.

GM

Because GM requires that all expert, consultant, investigator, and local counsel fees and expenses should be submitted using fee codes, JurisBX has to change certain expenses into fees.

The expert/consultant/etc. will need to be set up as an Expense Code with the person's name as the expense description. The description should be entered as Last Name, First Name because the electronic output requires it. For example, Lucy Ricardo as an expense would be entered as "Ricardo, Lucy". If there's a middle initial, it should be entered as "Ricardo, Lucy M."

During expense entry, the Task Code (L001-L006) will need to be entered on the expense. The special Task Codes tell JurisBX to change the Expense Code to Timekeeper ID; expense description to Timekeeper Name; and expense narrative to summary of work performed; expense units will become Hours; expense multiplier will be Rate.

Since there are Fees and Expenses to be set up this way and they would have different multipliers, we suggest a uniform Expense Code naming similar to "LMRF" for the Fees and "LMRE" for the expenses.

For example:

Expense code = **LMRF** – Ricardo, Lucy - <u>Fees</u> for testifying experts, consultants and investigators; multiplier = 180. Juris Expense entry = 9.00 units x 180.00 multiplier = $1620.00 amount.

When the L001-L006 task code is used, the JurisBX export transforms it into:
Timekeeper = LMR* - Ricardo, Lucy
Narrative = Fees for testifying experts, consultants and investigators + whatever else is added.
Hours = 9.00
Rate = 180.00
Fee Amt. = $1620.00

Expense code = **LMRE** – Ricardo, Lucy - <u>Expenses</u> for testifying experts, consultants and investigators; multiplier = 1.00. Juris Expense entry = 134.23 units x 1.00 multiplier = $134.23 amount.

When the L001-L006 task code is used, the JurisBX export transforms it into:
Timekeeper = LMR* - Ricardo, Lucy
Narrative = Expenses for testifying experts, consultants and investigators + whatever else is added.
Hours = 134.23
Rate = 1.00
Fee Amt. = $134.23

***When setting up expense codes for GM, please note**: To have different multipliers for these fees and expenses entered through expenses, 2 different expense codes have to be set up for each "person" as described above. However, GM wants <u>one</u> timekeeper listed per "person". Therefore, JurisBX automatically strips the last character of the expense code to create the timekeeper's initials for those expenses using the L001-L006 Task Codes. For example, JurisBX will rename LMRE and LMRF to have the same code, LMR (which becomes GM's timekeeper initials for those specific entries).

New Invoice

There are two BX formats and two exports required:

NEWM.bx creates the master record for each invoice
NEWL.bx creates the line item detail records for each invoice.

Because New Invoice requires a specific and unique output for their category and subcategory on each Time and Expense entry, we have written the New Invoice format to pull that information from the Notes (not Note Card) on the entries on the bill. Therefore, Time end expense entries must be entered in a particular manner for matters that require bills to be exported for New Invoice.

First go to both Time and Expense entry to Tools/Preferences and check to use the **Note** field.

Either during the actual time and expense entry for the New Invoice client, or during Prebill Edit, each Time and Expense entry will need a category and subcategory code to be entered in the NOTES field. The category and subcategory codes are supplied by New Invoice and must be entered in the format: **cat.subcat** (i.e., include a period between the two). The cat.subcat code must be no longer than 10 characters and ***must be unique for each time or expense entry****.

* If the time and expense entries are for a matter in New Invoice's department **LT**, then multiple entries may be made using the same cat.subcat codes – but each non-unique combination must be followed by an asterisk and instance number.

For example, if there are 3 separate time entries each using category 4 subcategory 25, and 2 separate entries using category 9 subcategory 3, then the Note fields should read:

4.25*1
4.25*2
4.25*3
9.3*1
9.3*2