



## **Union Pacific Electronic Submission Guidelines (all field names correspond to LEDES format fields)**

### **Invoice Submission:**

- All firms are encouraged to use Datacert. Firms whose annual billings exceed \$30,000 are required to use this service.
- Union Pacific requires that all invoices be submitted on a monthly basis. Invoices must be rendered within 30 days after the end of the service month.
- Each matter must be billed to a unique invoice number (single matter – single invoice).

### **Specific Client Requirements**

1. Union Pacific will not pay for:
  - Expedited transcript unless expressly authorized by supervising Union Pacific attorney
  - Office overhead, including taxis and meals for work after hours
  - Staff overtime
  - Administrative mark-ups
  - DataCert ShareDoc Network Subscription Fee
  - Invoice preparation
  - Budget preparation
  - Time for opening or closing a file
  - Routine data or document management
  - Exporting or importing data for use in case management system and/or document review system unless specifically authorized (includes upload to or download from Union Pacific eFile and preparing CDs for production).
  - Transmittal letters for self-explanatory enclosures
  - Word processing
  - Technical support and training
  - Office supplies
  - Local telephone calls
  - Time for travel unless you are precluded from doing work
  - Basic legal research to educate attorneys in the fundamental field of law for which they have been retained.
  - First class air fare, unless no other flight is reasonably available
  - First class hotel accommodations, unless no other accommodations are reasonably available
  - Expensive meals and alcohol
  - Unidentified miscellaneous expenses
  
2. Invoices numbers must follow the naming/numbering convention detailed in Attachment A.

3. Union Pacific requires each fee line item have a UTBMS task code assigned. The UTBMS codes sets allowed are: Litigation, Bankruptcy, Counseling and Projects.
4. Union Pacific requires each expense line item have a UTBMS expense code assigned.
5. Union Pacific does not require activity codes.
6. Invalid task and expense codes will cause the file to fail.
7. Fee line item units must not exceed 24.
8. Union Pacific requires their internal/PowerLaw reference number be populated in the CLIENT\_MATTER\_ID field.
9. All fee items (F) must have a TIMEKEEPER\_ID and rate provided
10. The TIMEKEEPER\_CLASSIFICATION must be populated on all Fee line items.
11. Union Pacific requires the vendor id be present in the invoice rather than the tax id number. DataCert will automatically populate this for firms, unless multiple vendor ids are assigned to the firm by the client.
12. Union Pacific requires discounts not to be greater than \$0.00. Positive discounts are not allowed.
13. Union Pacific requires line item units, rates and adjustments contain no more than two decimal places (example – 00.xx)
14. Union Pacific requires that the invoice total correctly. This means the sum of the Invoice LINE\_ITEM\_TOTAL amounts must equal the INVOICE\_TOTAL amount. If these amounts do not match an error will occur
15. LINE\_ITEM\_TOTAL must equal the following:  $LINE\_ITEM\_UNIT\_COST * LINE\_ITEM\_NUMBER\_OF\_UNITS + LINE\_ITEM\_ADJUSTMENT\_AMOUNT$ . Examples for this are below:

LINE_ITEM_UNIT_COST	*	LINE_ITEM_NUMBER_OF_UNITS	+	LINE_ITEM_ADJUSTMENT_AMOUNT	=	LINE_ITEM_TOTAL
100.00	*	2	+	-50.00	=	150.00
100.00	*	2	+	0.00	=	200.00
0.20	*	100	+	-10.00	=	10.00

16. Photocopies (E101) should not be charged at a LINE\_ITEM\_UNIT\_COST exceeding \$.10 per page.

17. Facsimile (E104) should not be charged at a LINE\_ITEM\_UNIT\_COST exceeding \$.25.
18. All other LEDES fields must be completed per the LEDES specification.

**Monthly Fee Billing Protocols – only for use by firms who have a specific monthly fee agreement with Union Pacific.**

- Case specific invoices should continue to be submitted through DataCert with the FEE portion offset in its entirety (i.e., a net zero fee amount). Task Code **L999** should be used exclusively for adjustments to invoices which are part of a monthly fee arrangement. The line item description should read *Invoice Adjustment – Monthly Fee*.
- Expenses on the case will be paid as incurred pending approval by UP managing counsel. Expenses should be billed on the case specific invoice.
- Monthly Fee invoices should be submitted through DataCert and charged to a general matter number provided by UP. Task Code **L998** should be used for the monthly fee. The line item description should read *Monthly Fee*.
- Calculation of the overage or underage will be based on the unadjusted fee amounts billed to cases included in the Monthly Fee for the 12-month agreement period. Those payments from the responsible party are due one month after the all case specific invoices are received for the final month of the 12-month agreement period. For example, if the Monthly Fee agreement covers January – December, all case specific invoices for December are due in January of the following year. Calculation of the overage or underage and resulting payment by the responsible party is due in February.

**Examples:**

Case Specific Invoice Example

(Fees are offset; expenses are billed)

Fee	L123	\$150.00	Deposition
Fee	L456	\$75.00	Confer with Client
Fee	L999	(\$225.00)	Invoice Adjustment – Monthly Fee
Exp	E123	\$2.50	Copies
Invoice Net		\$2.50	

Monthly Fee Invoice Example

Fee	L998	\$3,000.00	Monthly Fee Invoice
Invoice Net		\$3,000.00	

**Client File Format:**

The law firm must produce invoice files in LEDES 1998(B) format.

**Client Contact:**

Should your firm have questions regarding matter numbers or participation, please contact the Union Pacific attorney responsible for the matters on which your firm bills.

## ATTACHMENT A

### Invoice Number Guidelines - 08/01/02

Invoice numbers consist of no more than 16 alphanumeric characters. Do not use punctuation marks like dashes, commas, colons, etc. or miscellaneous non-alphanumeric characters like &, #, @, \$, etc. in the invoice number. Do not use spaces, leading zeros or the alpha letter O (substitute alpha O with a numeric 0) in the invoice number.

1. Always use the invoice number shown on the document being processed, if any. Include all alphanumeric characters shown in the invoice number, especially if they are preceded by "Invoice No:" or "INV #:" Include all suffixes unless they are separated from the invoice number by multiple spaces. Samples of what to use and what not to use are attached.
2. If there is no invoice number, but there is:

**An account number**, then use the account number plus 4 numbers for the month and year, in this format: ACCOUNT# + MMY. For account A562985 for June 30, 2002, the invoice number would be:

**A5629850602**

**A name**, like on subscriptions, medical billings, classes, seminars etc., use the last name (up to 12 letters) and 4 numbers for the month and year of the renewal, date of service, class, seminar, etc., in this format: LASTNAME + MMY. For John Smith attending a class on October 12, 2003, the invoice number would be:

**SMITH1003**

3. If there is no invoice number and guidelines under number 2 do not apply, then:

Use the document date or the date of the service plus the entire invoice amount. If there is no date shown on the document or ATP, use the current date plus the entire invoice amount in this format: DDMMYY + AMOUNT. For a document or ATP dated September 3, 2001, in the amount of \$12,251.63, the invoice number would be:

**903011225163**

4. If the vendor recycles invoice numbers, or a duplicate invoice number occurs after applying guidelines 1 through 3, do the following. **Verify that it is not a duplicate billing (i.e. same invoice number, date, amount etc.), and that only the invoice number has been duplicated.** Then use the invoice number plus an alpha character as the new invoice number in this format: OLDINV# + A. For invoice # 3456719, the new invoice number would be:

**3456719A**

Under guidelines 1 through 4, if there are additional invoices with the same invoice number for the same vendor, continue to use an alpha suffixes (A, B, C, etc.), **only after verifying that the item is not a duplicate invoice.**

5. When paying additional charges on an invoice that was previously paid use the following suffixes:

<b>INVOICE# + ADJ</b> -	For price adjustments (authorized by supply)
<b>INVOICE# + BAL</b> -	If we short pay an invoice and we need to pay the balance
<b>INVOICE# + CM</b> -	For all credit memos
<b>INVOICE# + FRT</b> -	To pay omitted freight charges
<b>INVOICE# + TAX</b> -	To pay omitted taxes