

**Exhibit 1A
UTBMS Litigation Task Codes**

Category/Task

Assessment/Development/Admin

L110 Fact Investigation/Development
 L120 Analysis/Strategy
 L130 Experts/Consultants
 L140 Document/File Management
 L150 Budgeting
 L160 Settlement/Non-binding ADR

Pre-Trial Pleadings/Motions

L210 Pleadings
 L220 Preliminary Injunctions/Provisional Remedies
 L230 Court Mandated Conferences
 L240 Dispositive Motions
 L250 Other Written Motions/Submissions
 L260 Class Action Certification and Notice

Discovery

L310 Written Discovery
 L320 Document Production
 L330 Depositions
 L340 Expert Discovery
 L350 Discovery Motions
 L390 Other Discovery

Trial Preparation and Trial

L410 Fact Witnesses
 L420 Expert Witnesses
 L430 Written Motions/Submissions
 L440 Other Preparation/Support
 L450 Trial and Hearing Attendance
 L460 Post Trial Motions/Submissions
 L470 Enforcement

Appeal

L510 Appellate Motions/Submissions
 L520 Appellate Briefs
 L530 Oral Arguments

Description

A101 Plan and Prepare For
 A102 Research
 A103 Draft/Revise
 A104 Review/Analyze
 A105 Communicate/In Firm
 A106 Communicate/With Client
 A107 Communicate/Other Counsel
 A108 Communicate/Other External
 A109 Appear For/Attend
 A110 Manage Data/Files
 A111 Other

Disbursement Categories

E101 Copying
 E102 Outside Printing
 E103 Word Processing
 E104 Long Distance Facsimile
 E105 Long Distance Telephone
 E106 On-Line Research
 E107 Delivery/Messenger
 E108 Non-Ordinary Postage
 E109 Local Travel
 E110 Out-of-Town Travel
 E111 Non-Local Meals
 E112 Court Fees
 E113 Subpoena Fees
 E114 Witness Fees
 E115 Deposition Transcripts
 E116 Trial Transcripts
 E117 Trial Exhibits
 E118 Litigation Support Vendors
 E119 Experts Witness Fees
 E120 Private Investigators
 E121 Arbitrators/Mediators
 E122 Local Counsel
 E123 Other Professionals
 E124 Other

More information is available at <http://www.abanet.org/litigation/litnews/practice/utms2overview.html>

UTBMS Litigation Code Set Definitions

Assessment/Development/Admin. Focuses on the case as a whole.

Fact Investigation/Development. All actions to investigate and understand the facts of a matter including interviews of client personnel and potential witnesses, review of documents to learn the facts of the case (*but not for document production*), work with an investigator, and all related communications and correspondence.

Analysis/Strategy. The thinking, strategizing and planning for a case, including discussions, writing and meetings on case strategy and initial legal research for case assessment purposes and legal research for developing a basic case strategy. *Does not include legal research which should be itemized under the primary task for which the research is conducted, such as research for a summary judgment motion. Once concrete trial preparation begins, use Trial Preparation and Trial/Other Preparation/Support.*

Experts/Consultants. Identifying and interviewing experts and consultants (testifying and non-testifying), working with them and developing expert reports. *Does not include preparing for expert depositions or trial.*

Document/File Management. A narrowly defined task that comprises only the processes of creating and populating document and other databases or filing systems, including the planning, design and overall management of the process. *Work of outside lit support vendors is an expense.*

Budgeting. Covers developing, negotiating and revising the budget for a matter.

Settlement/Non-binding ADR. All activities directed specifically to settlement including planning for and participating in settlement discussions, conferences, and hearings and implementing a settlement, pursuing and participating in mediation and other non-binding ADR procedures, pre-litigation demand letters and ensuing discussions.

Other. Time not attributable to any other case assessment, development or administrative task.

Pre-Trial Pleadings/Motions. Covers all pleadings and all pretrial motions and procedures *other than discovery.*

Pleadings. Developing (researching, drafting, editing, filing) and reviewing complaints, answers, counter-claims, and third party complaints. Also embraces motions directed at the pleadings, such as motions to dismiss, motions to strike, and jurisdictional motions.

Preliminary Injunctions/Provisional Remedies. Developing and discussing strategy for these remedies, preparing motions, affidavits and briefs, reviewing opponent's papers, preparing for and attending court hearing, preparing witnesses for the hearing, and effectuating the remedy.

Court Mandated Conferences. Preparing for and attending hearings and conferences required by court order or procedural rules (including Rule 16 sessions) *other than settlement conferences.*

Dispositive Motions. Developing and discussing strategy for or opposing motions for judgment on the pleadings and motions for complete or partial summary judgment, preparing papers, reviewing opponent's papers, defensive motions (e.g., motion to strike affidavit testimony, Rule 56(f) motion), and preparing for and attending the hearing.

Other Written Motions/Submissions. Developing, responding to, and arguing all motions *other than dispositive, pleadings, and discovery*, such as motions to consolidate, to bifurcate, to remand, to stay, to compel arbitration, for MDL treatment and for change of venue.

Class Action Certification and Notice. Proceedings unique to class action litigation and derivative suits, such as class certification and notice.

Discovery. Includes all work pertaining to discovery according to court or agency rules.

Written Discovery. Developing, responding to, objecting to, and negotiating interrogatories and requests to admit, including mandatory meet-and-confer sessions and mandatory written disclosures as under Rule 28(a).

Document Production. Developing, responding to, objecting to and negotiating document requests, including the mandatory meet-and-confer sessions to resolve objections, identifying documents for production, reviewing documents for privilege, effecting production, and preparing requested privilege lists. *Does not include coding and entering produced documents into a data base, or reviewing documents primarily to understand the facts.*

Depositions. All work concerning depositions, including determining the deponents and the timing and sequence of depositions, preparing deposition notices and subpoenas, communicating with opposing or other party's counsel on scheduling and logistics, planning for and preparing to take the depositions, discussing deposition strategy, preparing witnesses, reviewing documents for deposition preparation, attending depositions and drafting any deposition summaries.

Expert Discovery. Same as depositions, but for expert witnesses.

Discovery Motions. Developing, responding to, and arguing all motions that arise out of the discovery process, including the protective order process.

Other. Less frequently used forms of discovery, such as medical examinations and on-site inspections.

Trial Preparation and Trial. Commences when trial is sufficiently likely and imminent so that the process of actually preparing for trial begins, and continues through the trial and post-trial proceedings in the trial court. Once trial begins, use Trial and Hearing Attendance only for lawyers who appear in court; classify non-court time, e.g., evenings, weekends and the time of other attorneys and support personnel, using other tasks in this section.

Fact Witnesses. Preparing for examination and cross-examination of non-expert witnesses.

Expert Witnesses. Preparing for examination and cross-examination of expert witnesses.

Written Motions/Submissions. Developing, responding to and arguing written motions during preparation for trial and trial, such as motions in limine and motions to strike proposed evidence, and developing other written pre-trial and trial filings, such as jury instructions, witness lists, proposed findings of fact and conclusions of law, and trial briefs.

Other Preparation/Support. All other time spent in preparing for and supporting a trial, including developing overall trial strategy, preparing opening and closing arguments, establishing an off-site support office, identifying documents for use at trial, preparing demonstrative materials, etc.

Trial and Hearing Attendance. Appearing at trial, at hearings and at court-mandated conferences, including the pre-trial conferences to prepare for trial. *Does not include scheduling conferences denominated as "Pre-Trial Conferences" but not directed toward conduct of the trial.*

Post Trial Motions/Submissions. Developing, responding to and arguing all post-verdict matters in the trial court, such as motions for new trial or j.n.o.v., for stay pending appeal, bills of costs, and requests for attorneys' fees.

Enforcement. All work performed in enforcing and collecting judgments and asserting or addressing defenses thereto.

Appeal. Covers all work on appeal or before a reviewing body.

Appellate Motions/Submissions. Developing, responding to and arguing motions and other filings before a reviewing body, such as motions for stay pending appeal.

Appellate Briefs. Preparing and reviewing appellate briefs.

Oral Arguments. Preparing for and arguing an appeal before a reviewing body.