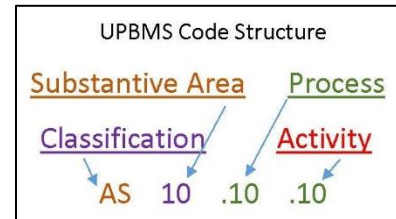




Legal Branch Classifications

The Legal Branch is used to describe processes associated with professional assistance provided to lawyers directly related to the delivery of legal services, advice and counsel.



Classifications represent the highest organizational level within each Branch of the ALA UPBMS Codes. They are used to organize the Substantive Areas into logical groupings. While they may generally follow departmental structures in some organizations, they are used more accurately to describe the nature of the activities detailed within each Substantive Area and Processes.

Litigation (LT)

The professional assistance provided to lawyers in the litigation process. Those involved in litigation support (such as computer forensics) perform investigative data collection, preservation, discovery, analysis and verification. This category applies to all contested matters including judicial litigation, binding arbitration and regulatory/administrative proceedings. This category excludes Workers' Compensation cases as there is a specific section for those activities.

Substantive Areas within this Classification:

- LT10 Case Assessment, Development and Administration
- LT15 Pre-Trial Pleadings and Motions
- LT20 Discovery
- LT25 eDiscovery
- LT30 Trial Preparation and Trial
- LT35 Appeal
- LT40 Exemplar and Exhibit Disposition

Transaction/M&A (Project) (TN)

The support of deals or transactions (e.g., real estate, securities, financings, restructurings, mergers and acquisitions), administrative filings with federal and state agencies, and stand-alone projects (e.g., establishing an environmental compliance program).

Substantive Areas within this Classification:

- TN10 Deal Management
- TN15 Preliminary Matters
- TN20 Initial Document Preparation
- TN25 Due Diligence and Disclosure Schedules
- TN30 Negotiation/Revision/Response



- TN35 Financing
- TN40 Regulatory and Specialty Matters
- TN45 Shareholder/Board Matters
- TN50 Closing Matters
- TN55 Integration Matters (M&A)
- TN60 Post-Closing Requirements, Disputes & Adjustments
- TN65 Maintenance and Renewal

Patent (PT)

Support of the assessment, development and administration of patents. Includes patent investigation and analysis, domestic and international patent preparation, domestic and international patent prosecution, and related activities.

Substantive Areas within this Classification:

- PT10 Assessment, Development, and Administration
- PT15 Patent Investigation and Analysis
- PT20 Domestic Patent Preparation
- PT25 Domestic Patent Prosecution
- PT30 International Patent Preparation
- PT35 International Patent Prosecution
- PT40 Other Patent-Related Tasks

Trademark (TM)

The support of representations related to the assessment, development and administration of trademarks. Includes trademark investigation and analysis, domestic and international trademark application preparation, domestic and international trademark prosecution and renewal, and related activities.

Substantive Areas within this Classification:

- TM10 Assessment, Development, and Administration
- TM15 Trademark Investigation and Analysis
- TM20 Domestic Trademark Application Preparation
- TM25 Domestic Trademark Prosecution and Renewal
- TM30 International Trademark Application Preparation and Renewals
- TM35 International Trademark Prosecution and Renewal
- TM40 Other Trademark Related Tasks



Workers' Compensation (WC)

The support of Workers' Compensation matters.

Substantive Areas within this Classification:

- WC10 Initial Assessment
- WC15 Pleadings/Preliminary Proceedings
- WC20 Discovery/Document Production
- WC25 Hearings/Trial Practice
- WC30 Appellate Practice

Bankruptcy (BK)

The support of case administration, business operations, claims administration, plan disclosure and supporting the delivery of advice related to bankruptcy, restructuring, liquidation or related proceedings.

Substantive Areas within this Classification:

- BK10 Administration
- BK15 Business Operations
- BK20 Claims Administration and Plan Disclosure
- BK25 Related Advice

Other (Counseling) (CN)

Activities that support the delivery of general advice and counseling related to legal matters not specified within another category in this Substantive Area (e.g., tax, labor, corporate, regulatory).

Substantive Areas within this Classification:

- CN10 Fact Gathering
- CN15 Research Law
- CN20 Analysis and Advice
- CN25 Third Party Communications

Lobbying (Government Relations) (LB)

Lobbying activities, legislative research, attending hearings and other public meetings, educating officials and officers, and public relations activities.



Substantive Areas within this Classification:

- LB10 Lobbying Administration
- LB15 Lobbying Strategy
- LB20 Lobbying
- LB25 Lobbying Research

Questions?

For further information about the ALA UPBMS or the public comment process, please contact:
alaupbms@alanet.org.