



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).