## 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**.*