

Deadlines and Instructions for Referral Reports

Special Deadlines for Jan-Jun 2010 Reports

- 8/18/2010: Template, instructions, and deadlines sent to Governing Board
- 8/18/2010 – 9/15/2010: Governing Board members compile report for their firm. (Two reminders will be sent – one a week or two before the deadline, one the day of the deadline.)
- 9/15/2010: Completed reports due from each firm to Taryn Elliott (telliott@k-glaw.com)
- 9/15/2010 – 9/29/2010: Firm reports compiled into final referral report
- 10/1/2010: Final Lexwork Americas Referral Report for Jan–Jun 2010 shared at annual meeting

Deadlines for all subsequent referral reports:

Jan-Jun Reporting Period

- 7/1: Template, instructions, and deadlines sent to Governing Board
- 7/1 – 8/1: Governing Board members compile report for their firm. (Two reminders will be sent – one a week or two before the deadline, one the day of the deadline.)
- 8/1: Completed reports due from each firm to Taryn Elliott (telliott@k-glaw.com)
- 8/1 – 8/7: Firm reports compiled into final referral report
- *August Lexwork Governing Board Conference Call*: Final Lexwork Americas Referral Report for Jan–Jun shared in advance of meeting

Jul-Dec reporting Period

- 1/3: Template, instructions, and deadlines sent to Governing Board
- 1/3 – 2/1: Governing Board members compile report for their firm. (Two reminders will be sent – one a week or two before the deadline, one the day of the deadline.)
- 2/1: Completed reports due from each firm to Taryn Elliott (telliott@k-glaw.com)
- 2/1 – 2/7: Firm reports compiled into final referral report
- *February Lexwork Governing Board Conference Call*: Final Lexwork Americas Referral Report for Jan–Jun shared in advance of meeting

Instructions:

- The report is only for referrals into your firm from members of Lexwork Americas.
- Please designate the referring firm, the case or client number, the amount of fees collected, if those fees are in US or Canadian dollars, and a matter type description.
- Referrals from previous years that you collected fees on in Jan-Jun 2010 should be included.
- Firms who did not submit their completed report to me will be noted in the Lexwork Americas Referral Report.
- Outbound referrals are not reported.
- Billed but not collected fees are not reported.