

2013 LEDES Oversight Committee Revised Activity Codes		
Activity Code Nbr	Activity Code Text	Activity Code Usage
A101	Plan and prepare for	Any planning or preparation associated with a matter. Includes budgeting and case assessment services if these are allowed by the client.
A102	Research	Any legal or factual research associated with the matter
A103	Draft/Revise	Any drafting or revision of documents or other material
A104	Review/Analyze	Any review or analysis of documents or other material
A105	Communicate (within legal team)	Any internal communications within firm or with other parties in the legal team representing your client
A106	Communicate (with client)	Any communication by letter, fax, email, telephone, meetings and conferences with client
A107	Communicate (opponents/other outside counsel)	Any communication by letter, fax, email, telephone, meetings and conferences with opposing counsel or other outside counsel not representing your client
A113	Communicate (witnesses)	Any communication by letter, fax, email, telephone, meetings and conferences with witnesses in the legal matter
A114	Communicate (experts)	Any communication by letter, fax, email, telephone, meetings and conferences with experts associated with the legal matter
A108	Communicate (other external)	Any communication by letter, fax, email, telephone, meetings and conferences with other external parties not already specified within these activity codes
A109	Appear For/Attend	Any appearance for or attendance at a scheduled event related to the matter
A110	Manage Data/Files/Documentation	Matter closing and post-closing activities only, especially in transactional matters. Excludes all discovery and eDiscovery related tasks, and any pre-closing filing or other clerical tasks handled at the law firm or by the legal vendor.
A112	Billable Travel Time	Travel time billed by the timekeeper when other billable services are not performed for the client. Includes time spent waiting for a calendar/court call or other scheduled out-of-office event associated with the matter when other billable services are not performed for the client.
A115	Medical Record and Medical Bill Management	Any services associated with the review, compilation, digesting, summary or processing of medical records or bills when performed in-house only
A116	Training	Training services provided by the law firm or legal vendor and billed as an hourly service. Typically technical or project training associated with eDiscovery.
A117	Special Handling Copying/Scanning/Imaging (Internal)	Any special oversized copying, binding, scanning, imaging and photograph reproduction which requires manual handling
A118	Collection-Forensic	For discovery and eDiscovery, the forensic acquisition and analysis of data that includes active files, deleted files and file fragments using specialized software or hardware
A119	Culling & Filtering	For discovery and eDiscovery, activities associated with grouping and filtering documents for processing. Includes deduplication, deNIST*, etc. Excludes culling and filtering associated with the creation of a Privilege Log (A124). * National Institute of Standards & Technology list: has yearly list of "program files" that are removed from collection.
A120	Processing	For discovery and eDiscovery, services associated with the processing of documents, images, files, etc. in a document collection. Includes OCR, importing/ingestion/overlay, exporting, file conversion and/or extraction when billed as a service. Excludes scanning (A117).
A121	Review and Analysis	For discovery and eDiscovery, the inspection, review, consideration and analysis of documents and/or evidence. Includes coding and relevance issues. Excludes creation of privilege log (A124).
A122	Quality Assurance and Control	Quality Assurance and Control activities associated with eDiscovery
A123	Search Creation and Execution	For discovery and eDiscovery, creation and execution of electronic document searches irrespective of source of document collection. Excludes legal research (A102).
A124	Privilege Review Culling and Log Creation	For discovery and eDiscovery, culling and review associated with the creation of a Privilege Log.
A125	Document Production Creation and Preparation	For discovery and eDiscovery, the creation, export or delivery of a document production set including: creation of production export, metadata redaction, creation of delivery media and image branding. Excludes cost of printed set (X101 or X102).

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A126	Evidence/Exhibit Creation and Preparation	For discovery and eDiscovery, the creation, export or delivery of trial evidence or exhibits including: creation of video clips and other demonstrative evidence from the collection.
A127	Project Management	Discovery or eDiscovery project management services, including budgeting and case assessment of the project and quality assurance and control. Excludes legal project management of a matter.
A128	Collection Closing Activities	Closing activities related to a Discovery or eDiscovery collection.
A111	Other	

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*Note that in the UK Discovery is referred to as Disclosure