



A Rhode Island Bar Association CLE Seminar

E-Billing – The Process From Start to Finish

Tuesday, February 4, 2014

12:00 PM – 2:00 PM

Rhode Island Law Center, Providence

Subject to Supreme Court Rule IV 3 this course
has been approved by the MCLE Commission for
2.0 RICLE credits.

Speaker

Gerald C. DeMaria II

Administrator

Higgins, Cavanagh & Cooney, LLP



Electronic Billing:

So which is it....a blessing or a curse? Well that generally depends on who you ask. Clients will almost unanimously agree that it's a blessing while most law firms will argue it's a curse. Want to know the answer? Come join us and we will discuss what it means to electronically bill and what is required to comply with your clients' wishes.

We will cover the "almost" industry standard electronic billing format known only as "Ledes1998B". You will learn what information should be contained in a standard Ledes file, how it is generated and how to submit it to your clients. Also to be discussed are the common issues encountered when submitting electronic invoices and how to minimize them before the invoice goes out the door. Not all electronic billing websites are created equal so learn which are the best to work with and which tend to be the most difficult.

So you were finally able to submit your invoice electronically and you think you're all done. Well not so fast, now the fun really begins. Learn how a "successful" submission doesn't always mean the end of the process.

The goal of this seminar is to give you an overview of the entire electronic billing process from start to finish so that you can successfully submit your invoice, your client has all the information they need correctly and on time, and, you get paid.

Registration Form

Please complete a separate form for each registrant. Please print.
(Please do not staple checks)

CLE Registration Details

Electronic Billing 2/4/14

NAME _____

FIRM/ORGANIZATION _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE _____ BAR ID# _____

DATE ADMITTED TO PRACTICE _____

EMAIL _____

(You will receive an email confirmation of your registration)

TUITION

Admitted to the Bar BEFORE January 1, 2009: \$135.00 _____

Admitted to the Bar AFTER January 1, 2009: \$120.00 _____

Associate Members of RIBA: \$120.00 _____

TOTAL _____

Enclosed is my check for _____
payable to the Rhode Island Bar Association/CLE

AMX M/C Visa Discover Exp. Date

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Signature _____ Date _____

Coming Up

Food For Thought Programs

Construction Contracts The Basics

1.0 credit

January 16, RI Law Center, Providence

January 21, Phil's Main St Grille, Wakefield

Court Annexed Arbitration New Rules

1.0 credit

January 30, RI Law Center, Providence

Also available as a live webcast

Demystifying Student Loans

1.0 credit

February 6, RI Law Center, Providence

February 12, Holiday Inn Express, Middletown

Real Estate Liens A Field Guide

1.0 credit

February 13, RI Law Center, Providence

Also available as a live webcast

Save The Date

**Rhode Island Bar Association
2014 Annual Meeting
June 19 & 20**

DATE/TIME/PLACE

Tuesday, February 4, 2014

12:00 p.m. – 2:00 p.m.

Rhode Island Law Center

115 Cedar Street, Providence

In the event of inclement weather which causes severe or hazardous driving conditions, call the RIBA CLE program at 401-421-5740 for cancellation information. You will receive written notification of the new seminar date.

TUITION

\$135.00

\$120.00 for attorneys admitted after January 1, 2009

You may register by fax (401- 421-2703) or online (www.ribar.com) with a credit card or by mail with check or credit card. Payment must accompany registration. You will receive an email confirmation of your registration.

WALK-IN REGISTRATION

Pre-registration is strongly recommended. We cannot guarantee seats if the program sells out. Materials for walk-in registration will be available in limited supply. If you have not pre-registered, please call before the seminar to confirm that there have been no schedule changes and that seats are still available. Call 401-421-5740.

CANCELLATION POLICY

A full refund less a \$10.00 administrative fee will be given to registrants whose cancellations are received by 12:00 noon the day before the seminar. There will be no refunds for “no shows”, however the program materials will be shipped after the program or a substitute may attend for someone unable to do so.

SPECIAL ACCOMMODATION/ MORE INFORMATION

Please indicate on the registration form any special accommodation you may require or call the CLE office at 401-421-5740. For more information you may contact the CLE Office at the Rhode Island Bar Association 401-421-5740, fax 401-421-2703 or online at www.ribar.com



Times and dates subject to change.
For updated information go to www.ribar.com

