

# Uniform Law Department Business Process Classification System

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## Purpose of the Uniform Corporate Law Department Business Process Classification System

1. To list law department business process and workflows as they relate to internal and external teams so as to permit inter-organizational comparison and to allow the application of structured organizational theory for purposes of improvement and refinement
2. To develop a common understanding of how to handle each business process efficiently and to enable the development of structured measurement of process efficiency

## Organizational Principles

The list of law department processes are organized by: (1) the legal matters that law departments handle as their core function; and (2) the additional processes handled by different internal and external teams that the law department interfaces with regularly.

**Note:** This list is based on a business process classification framework developed by the Corporate Legal Standard, Inc.

### **1.0 Handle Legal Matters**

- 1.1 Manage Disputes (Pre-Litigation)
- 1.2 Manage Litigation Matters
- 1.3 Manage Transactional Matters
- 1.4 Manage Intellectual Property Assets
- 1.5 Manage Security Interest-Related and UCC Filings
- 1.6 Manage Financial-Related Assets
- 1.7 Manage Real Estate Assets
- 1.8 Manage Corporate Entities
- 1.9 Manage Contractual Obligations
- 1.10 Manage Corporate Compliance
- 1.11 Manage Audits
- 1.12 Manage Internal Investigations
- 1.13 Manage Company Human Resource Matters
- 1.14 Manage Employee Compliance Program
- 1.15 Manage Securities and Corporate Transactions
- 1.16 Manage Government Inquiries & Affairs
- 1.17 Manage Regulatory Procedures, Filings & Discovery
- 1.18 Manage Risk
- 1.19 Manage Crises

- 1.20 Manage Company Communications and Branding
- 1.21 Manage Opinions of Counsel
- 1.22 Manage Bankruptcy Matters

## **2.0 Manage Law Department Operations**

- 2.1 Engage in Strategic Planning and Budgeting
- 2.2 Engage in Financial Management
- 2.3 Manage Law Department Human Resources
- 2.4 Handle CLE/Training
- 2.5 Purchase, Implement and Use Technology
- 2.6 Manage International Law Department Offices
- 2.7 Law Department Communications
- 2.8 Meetings
- 2.9 Engage in Business Process Improvement
- 2.10 Other Law Department Matters
- 2.11 Manage Knowledge Management, Document Management, and Document Retention Systems
- 2.12 Manage Law Department Reporting and Metrics

## **3.0 Manage Outside Counsel and Vendors**

- 3.1 Retain Outside Counsel
- 3.2 Manage Outside Counsel
- 3.3 Manage Strategic Partnering and Convergence
- 3.4 Manage Alternative Fee Arrangements
- 3.5 Manage Invoicing and Bill Review
- 3.6 Manage Outsourcing

## **4.0 Manage Board/Management Relations**

- 4.1 Manage Board Meetings
- 4.2 Manage Annual Meetings
- 4.3 Manage Corporate Secretary Functions
- 4.4 Manage Board and Management Compensation
- 4.5 Respond to Board/Management Request for Legal Advice
- 4.6 Respond to Board/Management Request to Draft Document
- 4.7 Respond to Board/Management Whistleblower Claim

## **5.0 Manage Internal Client Relations**

- 5.1 Respond to Internal Client Request for Legal Advice
- 5.2 Respond to Internal Client Request to Draft Document
- 5.3 Respond to Internal Client Whistleblower Claim