Do you have risk position dedicated to reviewing/overseeing OCGs as part of client intake?

<table>
<thead>
<tr>
<th>Firm Size (Lawyers)</th>
<th>Yes</th>
<th>No</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-249</td>
<td>5</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>250-499</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>500-999</td>
<td>6</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>1000+</td>
<td>4</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15 (63%)</td>
<td>9 (37%)</td>
<td>24</td>
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Respondent Commentary of Note:

<table>
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<tr>
<th>Firm Profile</th>
<th>Commentary</th>
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<tbody>
<tr>
<td>900+ lawyer firm</td>
<td>“Theoretically all firms do something, even if at the very least it’s just unearthing Guidelines to find out why invoices are rejected... I think this function will take a bit longer to mature than ‘Pricing teams’ did, for example. And it’s likely that even if firms have this position, there’s going to be a hub and spoke aspect to it, with outreach to subject matter experts in eBilling, IT Security &amp; Privacy, General Counsel, Diversity &amp; Inclusion, etc. as Guidelines continue to be more expansive beyond just old-fashioned ‘billing guidelines.’”</td>
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</tbody>
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| 1000+ lawyer firm | **Job description:**  
- Review OCGs  
- Build AI database using Kira  
- Analyse OCGs  
- Provide comments for partners to push back  
- Work on RFPs and Bids which contain OCG like requirements  

**Reports to:**  
Managing Partner, indirect to COO
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| 900+ lawyer firm | **When did you create this position (approximately)?**  
2010 |
|              | **Is this person a lawyer or a non-lawyer?**  
No, not a lawyer |
|              | **What is the job description/scope of duties for this individual?**  
Director, Client Service & Compliance:  
- Works closely with firm General Counsels, Risk Committee Chair and Director of Professional Responsibility  
- Oversees the review and implementation of the Firm’s client outside counsel guidelines  
- Reviews all RFPs, contracts, Codes of Conduct, and related client relationship documents  
- Reviews and approves all client edits to retainer letters  
- Responsible for coordinating firm responses to all client surveys, DDQs, assessments and audits  
- Coordinate communication with client in-house contacts and/or legal operations professionals  
- Oversees firm vendor governance program  
- Responsible for developing compliance policies and procedures related to GDPR, CCPA, Modern Slavery, IOLTA Accounts, Money Laundering, Tax Evasion, Cloud Computing and more, including firm handbook updates  
- Conduct and coordinate firmwide risk and compliance trainings  
- Assist in PLI/EPLI insurance renewals  
- Other duties as assigned |
|              | **Whom do they report to?**  
Chief Operating Officer |
| 200+ lawyer firm | **When did you create this position (approximately)?**  
2020 |
|              | **Is this person a lawyer or a non-lawyer?**  
Not a lawyer |
|              | **What is the job description/scope of duties for this individual?**  
Coordinates our internal review of new OCGs by the different stakeholders, including Billing, Info Governance, IT (security protocols etc.), and Office of the General Counsel. Maintains a database of all OCGs and assists lawyers and billing staff in making sure that we remain compliant. |
|              | **Whom do they report to?**  
Director of Information Governance |
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| 1000+ lawyer firm    | **When did you create that position (approximately)?**  
                          2012  
                          **Is that person a lawyer or a non-lawyer?**  
                          Yes, a lawyer  
                          **What is the job description/scope of duties for this individual?**  
                          Review Outside Counsel Guideline with senior management. Prepare summary documents for review, highlighting key clauses. Once the OCG is approved, work with team members to code the OCG in an OCG tracking database (i.e. Terms). Coordinate with IT on OCG functionality within the database for federating out data, reports, etc. Communicate OCG status and conditions to other departments (conflicts, billing, IT, etc.).  
                          **Whom do they report to?**  
                          Chief Legal Counsel/Director of Intake                                                                                                                                                                   |
| 300+ lawyer firm     | **When did you create this position (approximately)?**  
                          2021  
                          **Is this person a lawyer or a non-lawyer?**  
                          Yes, a lawyer  
                          **What is the job description/scope of duties for this individual?**  
                          Reviewing, negotiating, analyzing, editing, drafting and storage of client terms.  
                          **Whom do they report to?**  
                          Director of Conflicts                                                                                                                                                                                   |
| 100+ lawyer firm      | {No staff position presently}  
                          Overseeing OCGs would be one component of a new risk management role we are considering creating in 2022.                                                                                                                                                   |
| 350 lawyer firm       | Considering hiring for this position in 2022                                                                                                                                                                                                                     |
| 1000+ lawyer firm     | “We don’t have a person dedicated exclusively to reviewing/overseeing OCGs, but the Conflicts Attorneys are responsible for reviewing them, and the Director of Risk Management oversees OCGs and has other departments review applicable provisions.”                                                                 |