UTBMS Code List

ABA litigation task codes, activity codes and expense codes (UTBMS, 1997 code sets). Pair one task code and one activity code with every litigation time entry.

Litigation task codes

Code	Task
L100	**Case Assessment, Development and Administration**
L110	Fact Investigation/Development
L120	Analysis/Strategy
L130	Experts/Consultants
L140	Document/File Management
L150	Budgeting
L160	Settlement/Non-Binding ADR
L190	Other Case Assessment, Development and Administration
L200	**Pre-Trial Pleadings and Motions**
L210	Pleadings
L220	Preliminary Injunctions/Provisional Remedies
L230	Court Mandated Conferences
L240	Dispositive Motions
L250	Other Written Motions and Submissions
L260	Class Action Certification and Notice
L300	**Discovery**
L310	Written Discovery
L320	Document Production
L330	Depositions
L340	Expert Discovery
L350	Discovery Motions
L390	Other Discovery
L400	**Trial Preparation and Trial**
L410	Fact Witnesses
L420	Expert Witnesses
L430	Written Motions and Submissions
L440	Other Trial Preparation and Support
L450	Trial and Hearing Attendance
L460	Post-Trial Motions and Submissions
L470	Enforcement
L500	**Appeal**
L510	Appellate Motions and Submissions
L520	Appellate Briefs
L530	Oral Argument

Activity codes

Code	Activity
A101	Plan and prepare for
A102	Research
A103	Draft/revise
A104	Review/analyze
A105	Communicate (in firm)
A106	Communicate (with client)
A107	Communicate (other outside counsel)
A108	Communicate (other external)
A109	Appear for/attend
A110	Manage data/files
A111	Other

Expense codes

Code	Expense
E101	Copying
E102	Outside printing
E103	Word processing
E104	Facsimile
E105	Telephone
E106	Online research
E107	Delivery services/messengers
E108	Postage
E109	Local travel
E110	Out-of-town travel
E111	Meals
E112	Court fees
E113	Subpoena fees
E114	Witness fees
E115	Deposition transcripts
E116	Trial transcripts
E117	Trial exhibits
E118	Litigation support vendors
E119	Experts
E120	Private investigators
E121	Arbitrators/mediators
E122	Local counsel
E123	Other professionals
E124	Other

Example: L320 + A104: Reviewed collected email for responsiveness and privilege before production.

Source: ABA UTBMS litigation, activity and expense code sets (1997), as reproduced by the LEDES Oversight Committee at utbms.com. Clients may require a revised or custom code set; confirm before billing.

Code entries while the work is fresh.
MIRA captures work from Outlook, Teams, documents and research, then drafts time entries that lawyers review, edit and release before billing.
Take the timekeeping assessment | Schedule a demo | Estimate missed billable time