

## BRIDGEHOUSELAW INTERNAL INFORMATION BINDER FOR INTERNS

2024.05.08

### Tryon Plaza Internet Access

→ **Internet Access in Tryon Plaza, Suite 1100**

- Wireless Internet for BHL public:

Network: BHL Wi-Fi Network  
 Password: !1100.Suite!

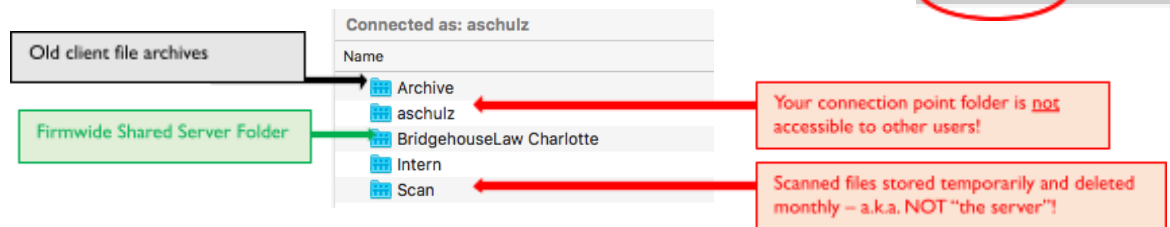
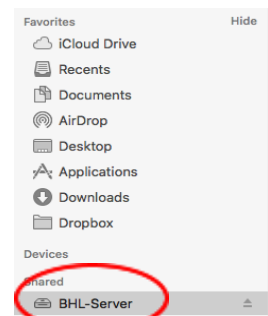
### Computer Location of the BHL-Shared Server

To access the Shared BHL Server, do one of the following:

- Open **Finder** and click on **BHL**. You may be prompted to enter your user log-in credentials.
- Open **Finder** and click on **Network**, select **BHL**. You may be prompted to enter your user log-in credentials.

Once you have accessed the **BHL Server** folder, you will have access and permissions for multiple server folders, however, it is important to remember that only certain folders are *universally* accessible to the firm.

For example, Interns currently do not have access to the “Archive” folder. Attorneys may not have access to certain billing or Human Resources folders. Also, files saved to your Mac connection point folder are not accessible to other users.



Therefore, when you need to “save a file to the server,” you need to save the file in the appropriate subfolder within **BridgehouseLaw Charlotte** (or, for Interns, Paralegals, and Referendare, ALSO to your **Intern** folder).

### BHL CLT Intern Workstation Access

#### Computer Workstations

→ **Computer Access:**

**Intern 1, 2, 3, 4 Mac Mini**

Username: Intern 1 or 2 or 3 or 4 (or spelled out One, Two, Three, Four)  
 Password: Suite1100

## BHL Software

### RocketMatter (Legal Software)

→ Access to RocketMatter: (via Safari/Chrome)

[SHARED INTERN USER INFORMATION]

rocketmatter.net

Username: law\_clerk  
Password: Suite1100!

### Monday.com

→ Access to Monday.com: (via Safari/Chrome/or Desktop App)

[SHARED INTERN USER INFORMATION]

bridgehouselaw.monday.com

Username: interns@bridgehouse.law  
Password: Suite1100!

### Email

→ Desktop Apple Mail App

### Server

→ Access to Server:

**Intern 1, 2, 3, 4 Mac Mini**

Username: Intern1 or 2 or 3 or 4  
Password: Suite1100

## BHL Templates

Templates for a variety of uses and projects can be found on the server under BHL\BridgeworkLaw Charlotte\BridgeworkLaw TEMPLATES, e.g., the following:

- LETTERHEAD Templates
- MEMO Templates
- Notary Templates
- Diverse Templates-Forms-Questionnaires

If there are multiple templates saved on the server, always check with your assigning attorney or the admin staff on which template you should use.

**Unless you are directed to do so, do not save files to these folders.**



## Electronically Saving Documents

**ALL** documents and files you create, modify, research, and download should be saved in your personal **Intern Folder**.

Additionally, FINAL client documents or documents received from a client (and occasionally/as assigned, DRAFT client documents) should be saved on the **Shared BHL Server**. Before saving any document to the **Shared BHL Server**, please check with your assigning attorney to confirm the specific client location that a file should be saved.

- ✓ Do not save files to your desktop; the files are not backed up on the server.
- ✓ DO NOT DELETE FILES FROM THE BHL SERVER

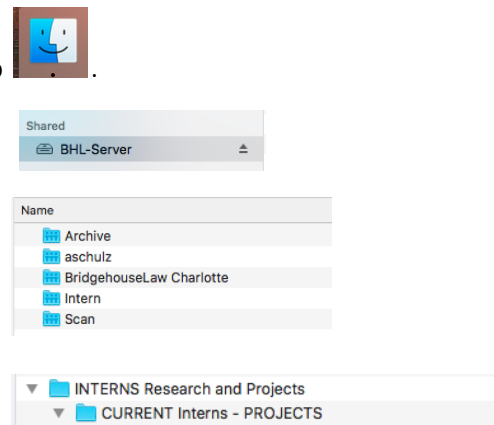
### Accessing Your Intern Folder

To access your personal **Intern Folder**, first click on your FINDER app .

Then click on the “BHL” drive.

Click on the “Intern” folder.

Click on “INTERNS RESEARCH AND PROJECTS”, then on “CURRENT INTERNS – PROJECTS”.



Create your own **Intern Folder** and name it with your “[LAST NAME], [FIRST NAME]”, e.g., SCHULZ, Angela.

### Naming Digital Files

ALL digital files should be named with the following information in the following format:

- Client Name (all caps)
- Matter or Document Title (lower case)
- Draft / Final / Executed version (all caps)
- Drafter initials and document version (Attorneys are in caps, interns and admin are lower case)
- Date (Year, Month, Day, e.g., 2018.10.18)

Use an underscore in between each bullet point of information, e.g.:

**[CLIENT NAME]\_[Matter or Document Title]\_[DRAFT/FINAL/EXECUTED]\_[drafter initials] [version #]\_[DATE]**

▼ Client Name	Today at 11:26 AM
▼ Client Correspondence	Today at 11:28 AM
CLIENT NAME_Matter_Document Title FINAL_drafter initials v#_editor initials v#_year.month.day	Today at 11:28 AM
▼ Drafts	Today at 11:28 AM
CLIENT NAME_Matter_Document Title DRAFT_drafter initials v#_editor initials v#_year.month.day	Today at 11:28 AM
▼ Documents Rec'd From Client	Today at 11:25 AM
▼ Matter	Today at 11:25 AM

## Physical File Management

- (i) **DO NOT write on original client documents**
- (ii) **Make a file copy of all original client documents the firm receives**
- (iii) **DO NOT DESTROY YOUR NOTES (Work product)**
  - leave your notes and/or research in the file
  - if you conducted extensive research on a subject, include a brief summary of relevant cases or materials

### Task Completion

Once you have finished a matter or task:

- (i) **Let the attorney know you have completed your task**
  - Email the attorney a brief summary and include your work product(s) as an email attachment
  - Don't procrastinate  Be mindful of the attorney's deadline(s)
  - Your email to the attorney should:
    - \* Reference the project matter title in the subject line
    - \* Briefly summarize the scope of your task and what you did
      - e.g., if you performed a contract review, summarize what you reviewed (legal issues? grammar checks? did you only edit certain sections of the document?)
    - \* Summarize any critical issues for the attorney review
      - e.g., statute of limitations? Litigation deadlines?
      - a summary of missing information needed from the client
      - inconsistent information received from client for attorney review
      - reoccurring issues
- (ii) **Update the physical file**
  - Print a copy of your drafted documents (mark as draft/final)
  - Print a copy of your summary email to the attorney
  - Paperclip a copy of your new work product and summary email to the outside of the file
  - Leave your notes in the file - **DO NOT DESTROY YOUR NOTES**
- (iii) **Return the physical file to the attorney**
  - Hand the file to the attorney when the attorney has a free moment or leave it on the attorney's chair
  - If the attorney is in the middle of another task, try not to interrupt. It may be better to request a good time to meet to review the matter

Please review your **BHL Electronic and Physical File Management Guide** for more BHL file management procedures.

## BHL Internal Marketing, Legal, and Resources

Additional internal reference documents are located in:

**BHL > BridgehouseLaw Charlotte > BHL Charlotte Office ADMIN (PUBLIC)**

(here you will find legal resources, Admin docs, memo / letterhead templates, etc.)

--or--

**BHL > BridgehouseLaw Charlotte > BridgehouseLaw TEMPLATES**

(here you will find legal resources and sample templates.)

## Faxes

<https://fax.nextiva.com/>

Username:	bhlfax
Password:	Suite1100

→ for sending faxes online within the US and Canada, using different file formats

→ for international faxes, use the Brother on the counter at the bullpen

## Work Hours

### Start Time

Due to our frequent communication with clients in Germany, the mornings are frequently busier and meetings are likely to be scheduled before the European end of business day. Therefore, it is essential for law clerks and Referendare to be available to assist with projects that may change or develop earlier in the day.

While attorneys may have off-site morning meetings and phone calls, a **9:30 AM start time** is the firm billable work start time **for interns..**

We recommend targeting being in the office by **8:25 AM** so you can get settled, turn on your computer, grab your coffee, etc., before starting actual project work at **9:30 AM**.

In the event of an occasional traffic or weather issue that will make you late, **TEXT BOTH:**

- **Dathan D'Agostino: +1 (704) 993-7214**
- **Henriette Morton: +1 (980) 581-5303**

### Lunches

The lunch break for interns is 30 minutes.

If you come in early to do extra work, or if you need to stay late or take a shorter lunch to be able to leave a few minutes early, this time is flexible.

## Timekeeping

### Timekeeping Generally

In the U.S., law firms bill in tenths of an hour (i.e., every 6 minutes spent).

One hour “on the clock” breaks down into 10 six-minute standard billing increments, making the shortest time possible to perform a task six minutes. So if you spent three minutes reading and responding to e-mail correspondence, you would bill a 0.10-hour increment for that task (his most modest option available).

Refer to the chart to the right for a quick conversion guide.

Tracking your hours is just as important as for attorneys. The timesheets are used not only for our attorneys to track the time you spend on projects and determine workload capacity, but it is a helpful tracking tool for your local court or school. For Referendare, the firm must track your hours and report a summary to the local court at the end of your Wahlstation period. For U.S. Law Clerks, your time may be reported to your law school.

0 – 6 min	0.1
7 – 12 min	0.2
13 – 18 min	0.3
19 – 24 min	0.4
25 – 30 min	0.5
31 – 36 min	0.6
37 – 42 min	0.7
43 – 48 min	0.8
48 – 52 min	0.9
55 – 60 min	1.0

### Tracking Your Time

Keep track of your time on **RocketMatter AND Monday.com**.

▼ SAMPLE HOURS LOG

	Matter	Description of Task	Date	Assigning Attorney	Time Spent (0.1)	
Client - Coroplast	Corporate	Drafted Operating Agreement	Dec 18	Nicole	1.2h	
BHL - Marketing	Newsletter	Researched European GDPR legal updates for J...	Dec 19	Marketing	0.3h	
Client - Spennemann	Estate Administrati...	Legal review of case file history; drafted summa...	Dec 19	Reinhard	0.6h	
Client - GOM	Immigration - L Visa	Completed Immigration form DS-160 for L-Visa ...	Dec 21	Ian	0.3h	
+ Create a New Pulse (Row)						
					2.4h	
					sum	

### Reporting Your Time Entries

**Your time MUST be entered into RocketMatter before you leave each day.** At the end of each week (i.e., on Fridays before you leave work), export your hours from Monday.com as an Excel list and email to [Crystal McBride](mailto:Crystal.McBride).

▼ SAMPLE HOURS LOG

- Collapse This Group
- Select All Pulses
- + Add Group Of Pulses
- 📄 Duplicate This Group
- ➡ Move Group to Board >
- ✎ Rename Group
- Change Group Color
- [Export to Excel](#)
- 🗑 Delete
- 📁 Archive

## Team Meetings, Weekly Schedule

### Mondays

#### BHL Team Meetings (1:30 PM in the Berlin Room)

- Entire staff, including Law Clerks and Referendare, attend.
- The purpose of the meeting is to provide attorney-client updates, calendar event reminders, and discuss other firm-wide matters.
- Use this meeting as an opportunity to remind colleagues of new and open projects on which you need feedback or review.

### Weekly check-in meetings


- Schedule a weekly 15 minute check-in meeting with Crystal. This can be done by phone or in person in the office.
- Use this as an opportunity to ask questions, get feedback on your projects generally, and review open matters

### Open Matters

- Make sure your Monday.com tasks and matters are updated daily or as you work on the matter.
- At the end of each week, send a summary email of your Open Matters listed on Monday.com to Crystal and Henriette.

○ Email Title: "Open Matter Status Update"

○ Open Matter List:

- In Monday.com, click on the Open Matters – Law Clerks Board.
- Click on the  next to your name.
- Click on "Export to Excel"
- Name the file "[Last Name, First Name]\_Open Matters\_[DATE]"
- Attach the Excel List to your email.

