



# Osprey Approach: Archiving Fee Earners

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# This guide will go through the process of archiving any fee earners that are no longer required

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When a fee earner leaves the firm, you may want to archive their fee earner code, to make the list of fee earners in the matter details correctly reflect your list of fee earners, or to remove the fee earner's row from your Fees Analysis reports.

There are a number of factors you need to consider before you archive a Fee Earner as you may be prevented from archiving them. These are detailed below along with how to check if the Fee Earner still has live or prospective data linked to them.

## **Do they still have live or prospect matters allocated against their name as Fee Earner or Executive?**

If a Fee Earner still has live/Prospect matters allocated to them, you will still be able to archive them as there is an option to transfer all of their live matters to one other fee Earner, this is explained later on.

**To check to see if a Fee Earner has live matters, run the following report:**

Reports > Analysis > Live Matters

The screenshot shows a software interface with a navigation menu on the left and a report list on the right. The 'Analysis' menu item is highlighted, and a sub-menu is open showing various report options. A table at the bottom shows report counts and dates.

Analysis		
Time		
Miscellaneous Reports	1	16/01/2024
Reports (New)	1	16/01/2024
Custom Reports	1	23/01/2024

Filter by Fee Earner, selecting the fee earner you want to see, then run the report to return any live matters still owned by the fee earner.

The screenshot shows a report configuration form with the following options:

- Run
- Fee Earner
- Work Type:
- Executive:
- Franchise:
- Private or LA: All
- Date Filters: From: [ ] To: [ ]
- Ordering: Client Name
- Grouping: No Grouping

Run
Run

<input type="checkbox"/> S P Jennings	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Alice Henning	<input type="checkbox"/> Jennie Gilmour
<input type="checkbox"/> AdamB	<input type="checkbox"/> Jon Hewines
<input type="checkbox"/> Adam Fothergill	<input type="checkbox"/> Jenny Pope
<input type="checkbox"/> x	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Adrian West	<input type="checkbox"/> John Smith
<input type="checkbox"/> Alex Hiscutt	<input type="checkbox"/> Luke McCann
<input type="checkbox"/> Adelini	<input type="checkbox"/>
<input type="checkbox"/> Alex Sobkowicz	Mitzi's Fee Earner with space in ID
<input type="checkbox"/> Allna Raduc	<input type="checkbox"/> Miriam Owen
<input type="checkbox"/> Archiving test	<input type="checkbox"/> Miriam Owen
<input type="checkbox"/> Ben Kellett	<input type="checkbox"/> Marcel
<input type="checkbox"/> Chelsea Campbell	<input type="checkbox"/> Mark
<input type="checkbox"/> Carly Matthews	<input checked="" type="checkbox"/> MattM
<input type="checkbox"/> Chris Leek	<input type="checkbox"/> Max
<input type="checkbox"/> Craig Matthews	<input type="checkbox"/> Mitzi Broom
<input type="checkbox"/>	<input type="checkbox"/> Matthew Wood
Constantin Onu Fee Earner (Description field)	<input type="checkbox"/> Multi Factor Authentication
<input type="checkbox"/> Costel	<input type="checkbox"/> MIHAI FE WITH GRADE
<input type="checkbox"/> cris	<input type="checkbox"/> MIHAI FE NO GRADE
<input type="checkbox"/> cris1	<input type="checkbox"/> test
<input type="checkbox"/> Dan Hearne	<input type="checkbox"/> supervisor
<input type="checkbox"/> Dave Dingle	<input type="checkbox"/> Miriam Owen
<input type="checkbox"/> David Brown	<input type="checkbox"/> Madalina

Fee Earner:

**To check to see if a Fee Earner is an Executive/Supervising Fee Earner on matters**

Run the above report but just use the filter by executive. If any matters are found, they will need to be edited manually to remove the executive or amend to a different Fee Earner.



Fee Earner:

Work Type:

Executive:

Franchise:

Private or LA:

Date Filters: From:   To:  

Ordering:

Grouping:

<input type="checkbox"/> (None)	<input type="checkbox"/> Goldie Sinn
<input type="checkbox"/> Alice Henning	<input type="checkbox"/> Isabele
<input type="checkbox"/> AdamB	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Adrian West	<input type="checkbox"/> Jenny Pope
<input type="checkbox"/> Adelini	<input type="checkbox"/> Luke McCann
<input type="checkbox"/> Alex Sobkowicz	<input type="checkbox"/> Marcel
<input type="checkbox"/> Alina Raduc	<input type="checkbox"/> MattM
<input type="checkbox"/> Chelsea Campbell	<input type="checkbox"/> Mitzi Broom
<input type="checkbox"/> Chris Leek	<input type="checkbox"/> Matthew Wood
<input type="checkbox"/> Craig Matthews	<input type="checkbox"/>
<input type="checkbox"/>	MIHAI FE WITH GRADE
Constantin Onu Fee Earner (Description field)	<input type="checkbox"/> Mihaela
<input type="checkbox"/> cris	<input type="checkbox"/> Petronela
<input type="checkbox"/> Dan Hearne	<input type="checkbox"/> Rebecca Cowell
<input type="checkbox"/> Diana Dobrica	<input type="checkbox"/> Rich Wood
<input type="checkbox"/> Gabriela	<input type="checkbox"/> Sasha Marev
<input type="checkbox"/> George Butcher	

**\*\*\*A Fee Earner allocated as an executive on a matter WILL NOT prevent a Fee Earner from being archived but it is good practice to allocate a different exec accordingly. \*\*\***

To check to see if a Fee Earner has Prospective matters run the following search:

Client search

Select the check box for Prospect matter

Choose the Fee Earner ID you want to search against, and click Search:

Client/Matter No:  /

UFN:

Title:

Forename:

Initials:

Surname/Company Name:

House:

Area:

Postal Town:

County:

Post Code:

Tel/Fax:

Matter Details:

Prospect matter:

Fee Earnings: (None)  None Selected

Work Type:  None Selected

Group Code:  None Selected

P/L:

Inc Archives?:

Published Matters Only?:

Please put " search, e.g Smi.. or ..son

LUKE M  
MAB  
MAO1  
MAO2  
MARCEL  
MARK  
MATTM  
MAX  
MB  
MDW  
MFA  
MH GRD  
MH NG  
MIMS  
MIMS2  
MO  
MP  
MT  
MV  
MW

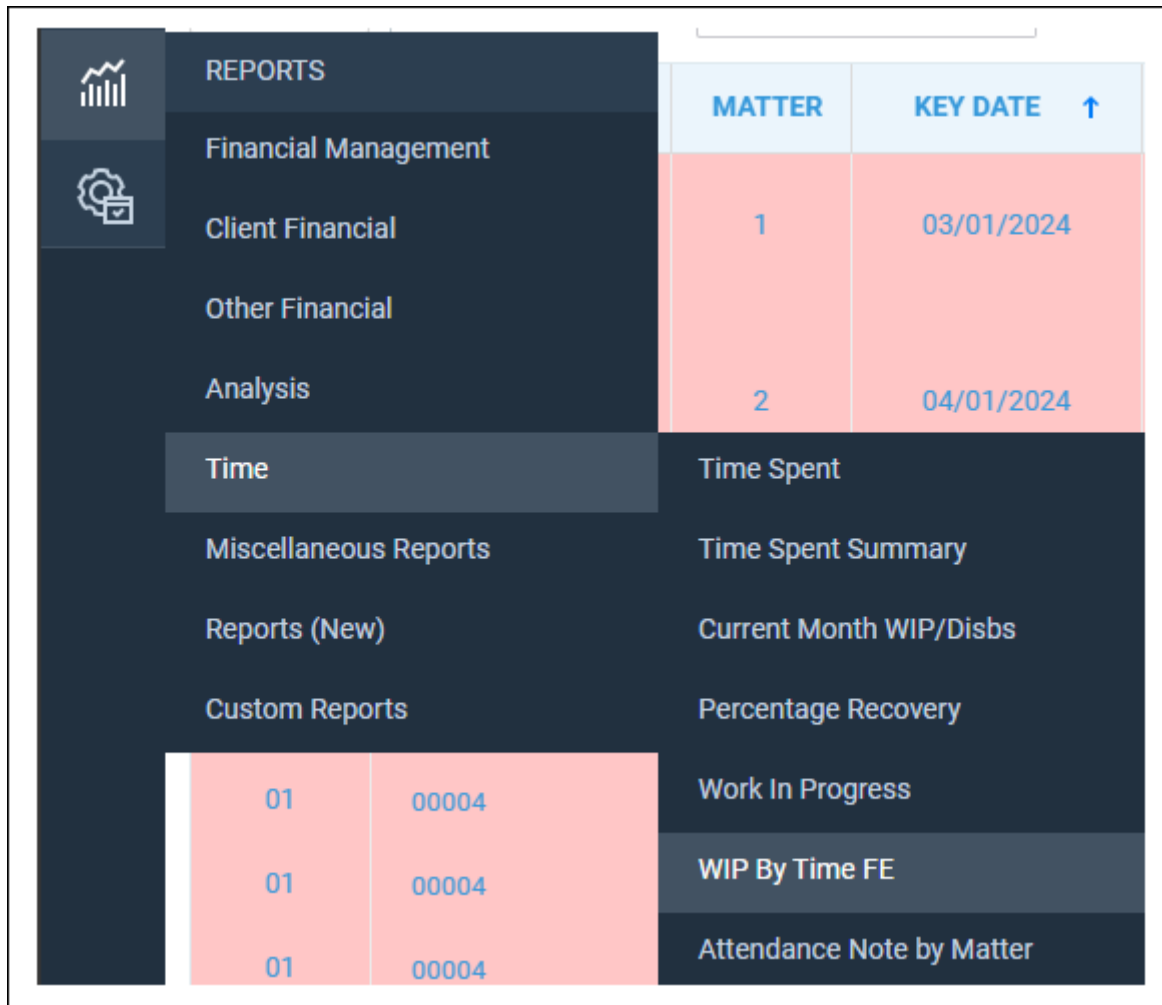
## Does the fee earner have any WIP?

If the fee earner has recorded time on any matters that has not yet been billed, they cannot be archived. Any time found will need to be cleared from the relevant ledgers. This can be done by either by writing off or billing the matter.

To check if a Fee Earner still has recorded time:

Reports > Time > WIP by Time FE

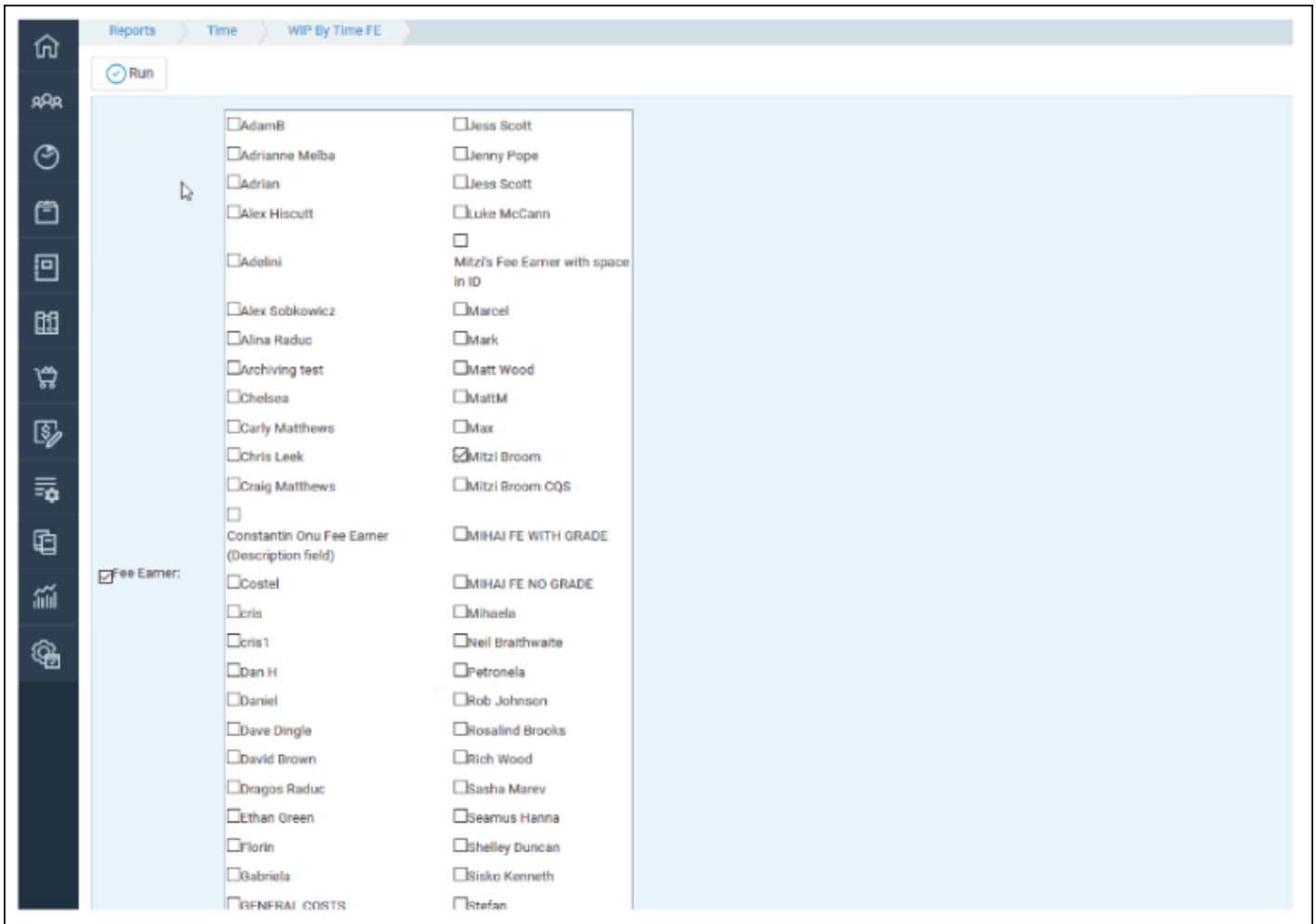
Filter by the relevant Fee Earner to return any WIP for them.



The screenshot displays a software interface with a dark sidebar menu on the left and a main content area on the right. The sidebar menu is titled "REPORTS" and includes the following items: Financial Management, Client Financial, Other Financial, Analysis, Time (highlighted), Miscellaneous Reports, Reports (New), and Custom Reports. The main content area features a table with two columns: "MATTER" and "KEY DATE" (with an upward arrow icon). The table contains two rows of data: one with "1" and "03/01/2024", and another with "2" and "04/01/2024". Below the table, there is a list of report categories: Time Spent, Time Spent Summary, Current Month WIP/Disbs, Percentage Recovery, Work In Progress, WIP By Time FE (highlighted), and Attendance Note by Matter. At the bottom of the main content area, there is a small table with three rows, each containing the values "01" and "00004".

MATTER	KEY DATE
1	03/01/2024
2	04/01/2024

01	00004
01	00004
01	00004



## Has the fee earner recorded any time on Prospect matters?

If the Fee Earner has recorded time on prospective matters, you will be unable to archive them.

There is no standard report available within Osprey to return just Prospective time recording. You can however check the Fee Earner Summary report found under Time Recording. This will list all time recorded against a Fee Earner including prospect time if required. Please note that there is no filter for just prospect only.

## Transfer all matters from one fee earner to another

If a fee earner has left your firm, you can transfer all their live matters to another fee earner. Navigate to Supervisor > Code Setup > Fee Earners. Then select to Edit the fee earner whose matters you wish to



transfer to someone else.

The screenshot displays a software interface for a legal practice. At the top, a breadcrumb trail reads "Clients & Matters > PROSPECT: R00004/1 (Respect P Pau) FE:MB WT:A\_G Default Matter". Below this is a purple "WORKFLOW STATUS BAR". A dark sidebar on the left contains a list of menu items: SUPERVISOR, Code Setup, System Setup, Financial Setup, Case Management Setup, User Design, Report Setup, Tools & Utilities, Financial Periods, CRM-AF1 Additional Rates, CRM Auto Posting Defaults, Reprint CRM611 Spreadsheet, Include Documents, and Portal Setup. A secondary menu is open, listing: Work Types, Activity Codes, Remuneration Types, **Fee Earners** (highlighted), Groups, Franchise Categories, Standard Text Descriptions, Attendance Notes, Fee Earner Status, Phases / Tasks, Activities, Expenses, and Matters for Review. A dark button labeled "Add Fee Earner" is positioned to the right of the "Fee Earners" menu item. The main content area shows a form with the following fields: "Private Or Legal Aid:" with a dropdown set to "Private"; "Remuneration Type:" with a dropdown set to "Standard Remuneration"; "Debtor Limit:" with a text box containing "0.00"; "Disbursements Limit:" with a text box containing "0.00"; "WIP Limit:" with a text box containing "0.00"; "Date Opened:" with a text box containing "29/03/2020"; "Date Completed:" with an empty text box; "Date Archived:" with an empty text box; "Review Date:" with an empty text box; "Review Type:" with a dropdown set to "None"; "Review Period:" with a text box containing "0"; "Email:" with an empty text box; and "Publishable:" with an unchecked checkbox. A "Write off time" checkbox is also visible in the background.

Supervisor > Code Setup > Fee Earners

F/E	FEE EARNER DESCRIPTION	SUP F/E	FEE EARNER STATUS
ADAMB	Adam B	●	Supervisor
MB	Mitzi Broom	●	Supervisor
MBCQS	Mitzi Broom C	●	Supervisor

Page 1 of 1 (3 Items) << < 1 > >>

Click the Transfer All Matters button, click OK when prompted Are you sure you wish to transfer this item? and then select the fee earner to whom you wish to transfer all the matters and click Save.

Supervisor > Code Setup > Fee Earners > Edit

F/E:

Fee Earner Description:

Time Spent Target (Monthly):

Time Value Target (Monthly):

La Supplier No:

Fee Earner Status:

Phone No:

Mobile No:

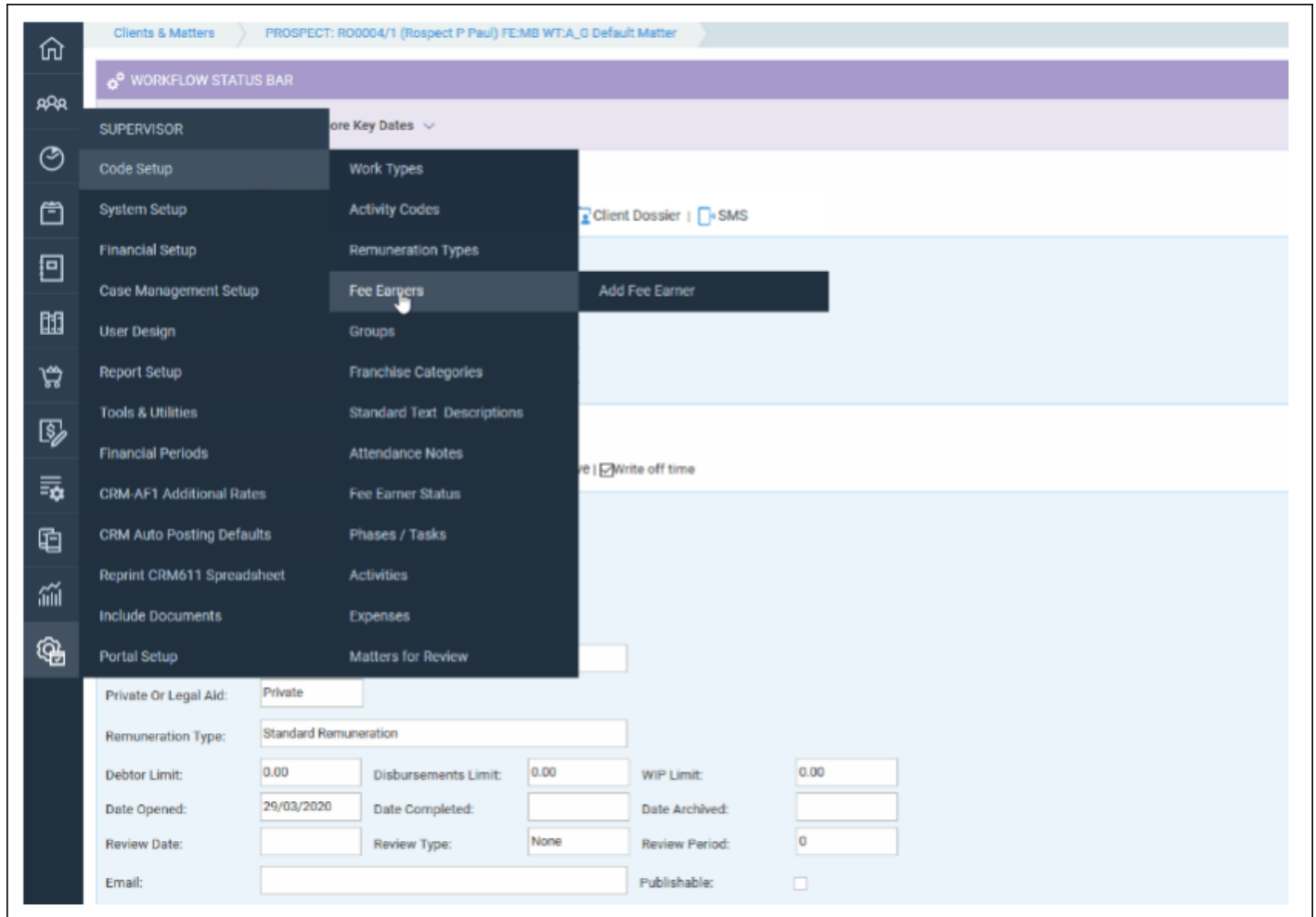
## Archive the fee earner

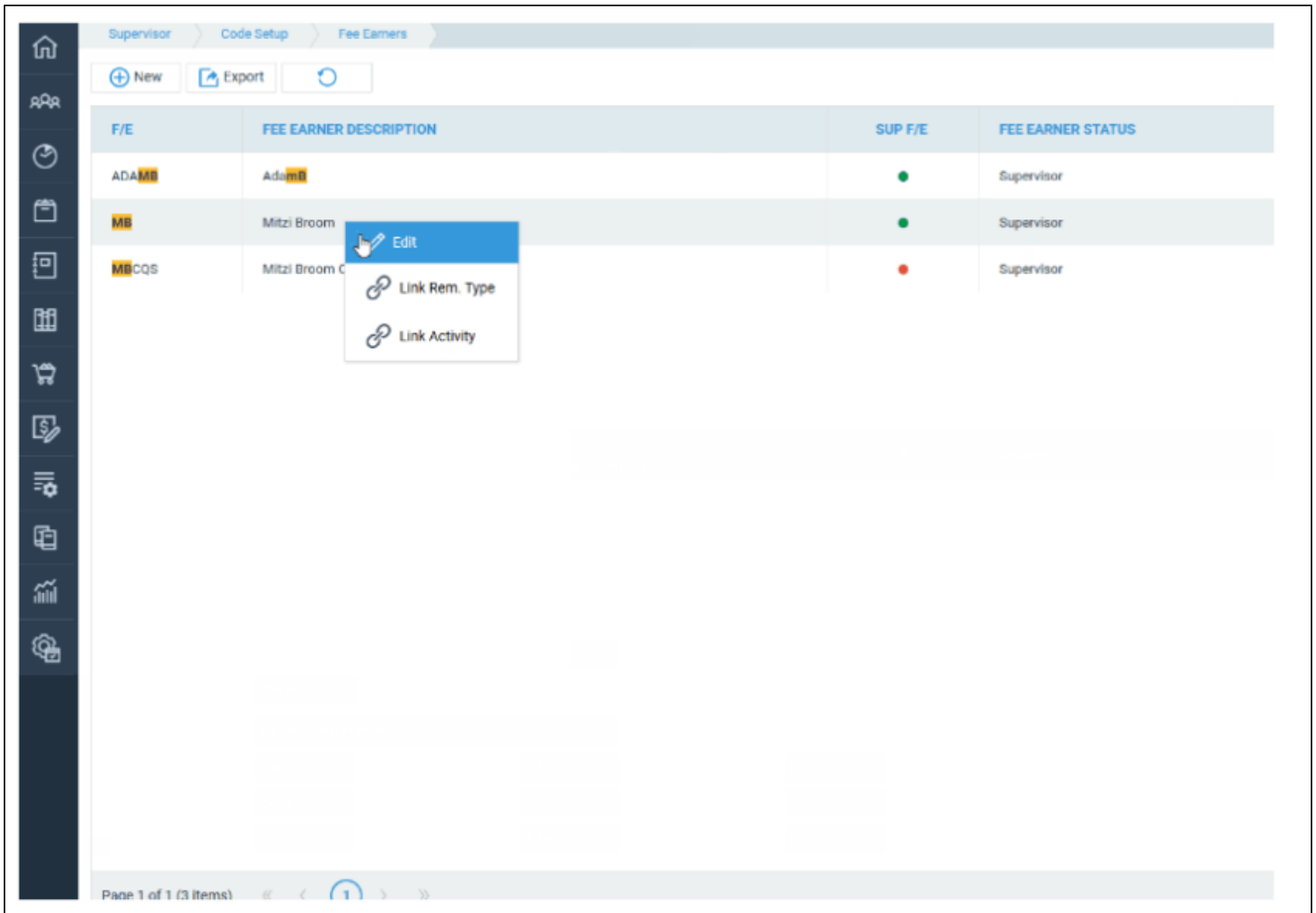
Once you have ensured that there is no WIP and no live or prospect matters assigned, you can archive them.

Navigate to Supervisor > Code Setup > Fee Earners

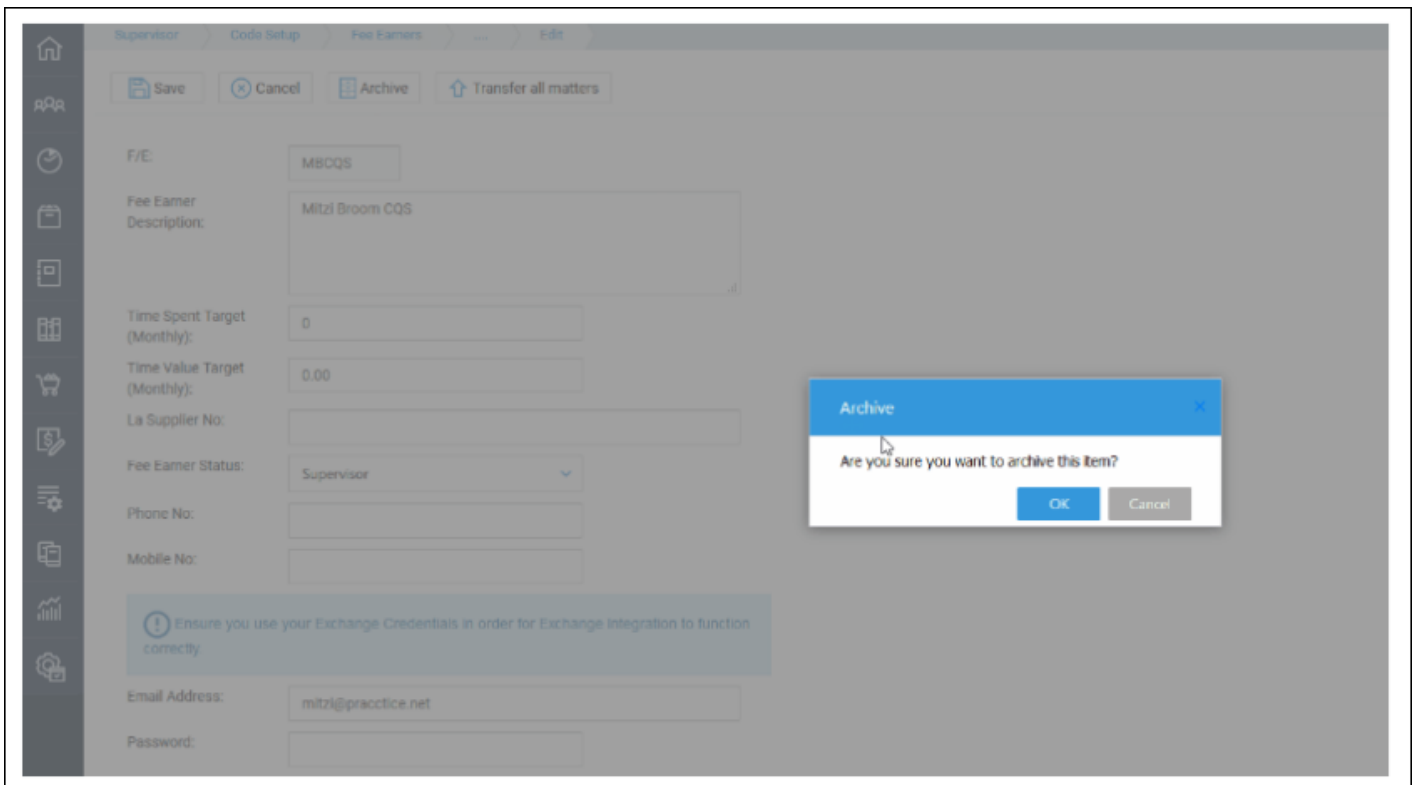
A list of all Fee Earners will appear.

Select Edit to the right hand side, or right click the fee earner and select Edit:





Select **Archive**, a message will appear asking if you are sure you want to archive, click **OK** to continue.



Osprey will return to the list of fee earners, with the fee earner now marked as Not In Use.