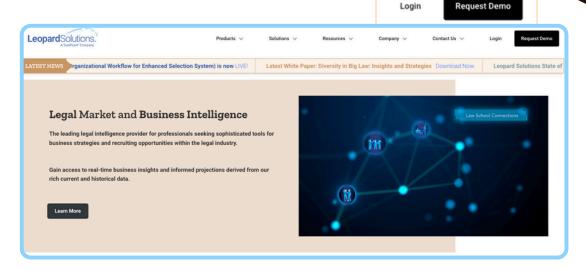




STEP 1

Visit LeopardSolutions.com; Navigate to the top right corner of the menu bar and hit "Login".





STEP 2

Enter your login Credentials and hit "Sign In".



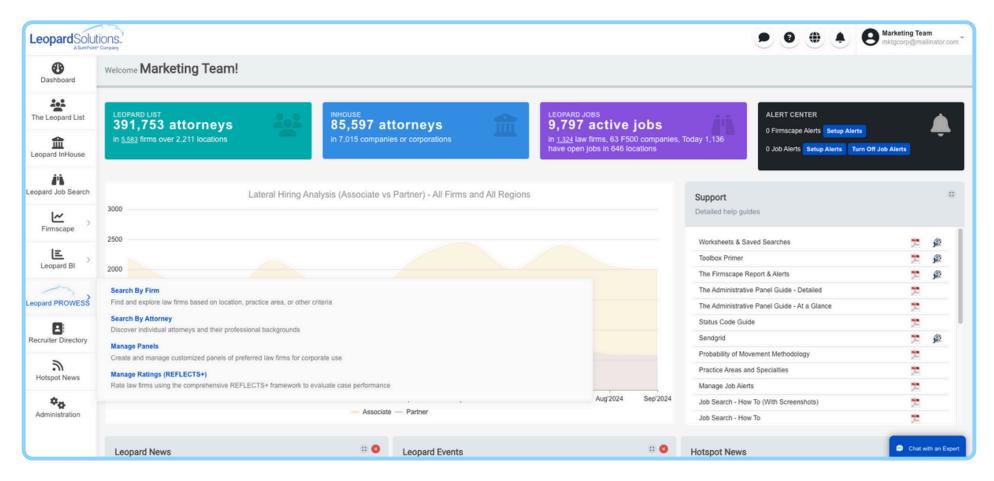






STEP 3

Welcome to the Leopard Solutions dashboard! To access Leopard PROWESS, go to the left menu bar and click "**Leopard PROWESS**". From there, you can Search by Firm, Search by Attorney, Manage Panels, and Manage Ratings.

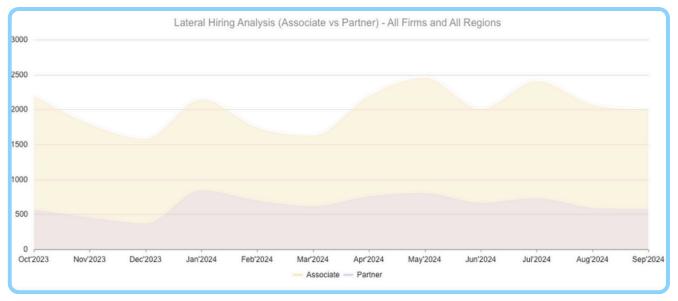






NOTE: The Leopard Solutions dashboard includes several blocks:

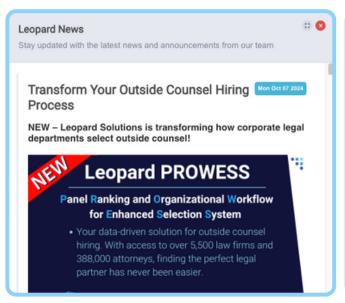
- The Lateral Hiring Analysis Showing the hiring amongst Associates vs. Partners across all firms and regions throughout the year.
- Support Guides Materials to assist our Dashboard users; Those labeled **Leopard PROWESS** will be helpful to you.

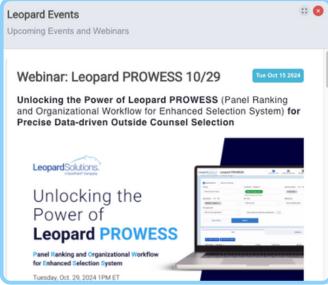


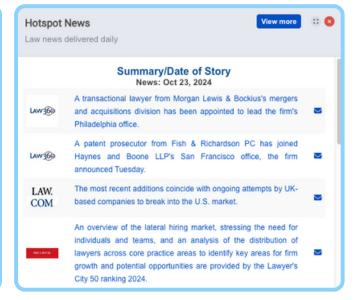
Support		
Detailed help guides		
Worksheets & Saved Searches	ጆ	æ
Toolbox Primer	大	<u> </u>
The Firmscape Report & Alerts	罗	æ
The Administrative Panel Guide - Detailed	舞	
The Administrative Panel Guide - At a Glance	ጆ	
Status Code Guide	ጆ	
Sendgrid	芝	æ
Probability of Movement Methodology	ጆ	
Practice Areas and Specialties	萍	
Manage Job Alerts	大	
Job Search - How To (With Screenshots)	乙	
Job Search - How To	-	



- Leopard News The latest news and announcements from our team.
- Leopard Events A list of Leopard Solutions' upcoming Events and Webinars.
- Hotspot News Law Firm news regarding business deals, office opens/closures and lateral moves.



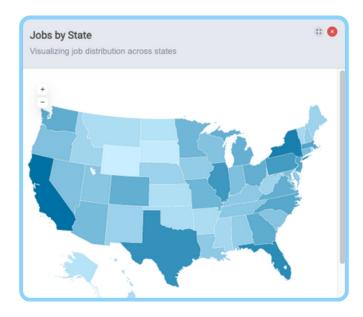


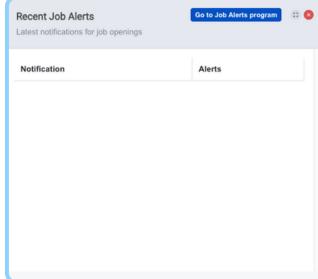




- Recently Updated Firms Keep up with changes to Leopard Solutions tracked firms.
- Jobs By State A visual map showing job distribution
- Recent Job Alerts Leopard Jobs subscribers can keep track of their job alerts.

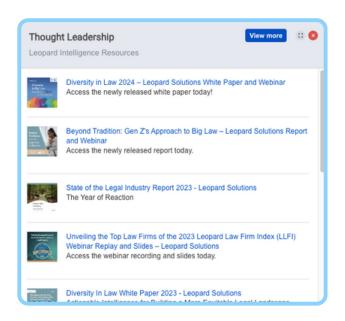
ecently Updated Firms atest changes in our tracked firms		
Change Type	Details	Date
New Firms	Barron Rosenberg Mayoras & Mayoras PC	Wed Oct 23 2024
New Firms	Berman & Simmons	Wed Oct 23 2024
New Firms	Cooney & Conway	Wed Oct 23 2024
New Firms	Hughes Fowler Carruthers	Wed Oct 23 2024
New Firms	McFarlane Law	Wed Oct 23 2024
New Firms	Pribanic & Pribanic	Wed Oct 23 2024

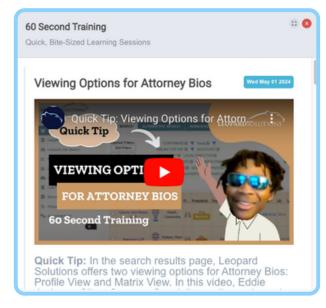


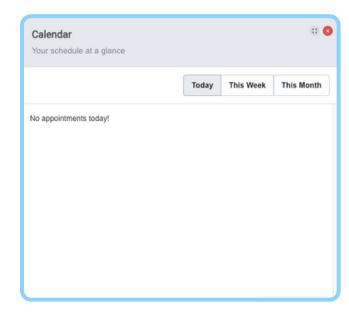




- s to
- Thought Leadership Leopard Solutions intelligence resources from webinars and infographics to research reports and articles.
- Trainings Quick, 'bite-sized' learning sessions on the Leopard Solutions platform.
- Calendar Leopard List subscribers can view appointments set up via the Leopard List platform.







If you are interested in gaining additional access to our database, or learning more about Leopard List, Firmscape, Leopard Job Search, or Leopard BI, contact sales@leopardsolutions.com.



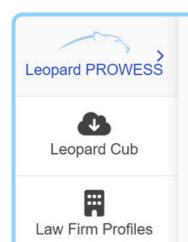
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 1

To create a law firm panel, you will first need to perform a search for law firms. To **find a law firm**, hover over the "**Leopard PROWESS**" icon, and hit "**Search by Firm**."



Search By Firm

Find and explore law firms based on location, practice area, or other criteria

Search By Attorney

Discover individual attorneys and their professional backgrounds

Manage Panels

Create and manage customized panels of preferred law firms for corporate use

Manage Ratings (REFLECTS+)

Rate law firms using the comprehensive REFLECTS+ framework to evaluate case performance



Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.

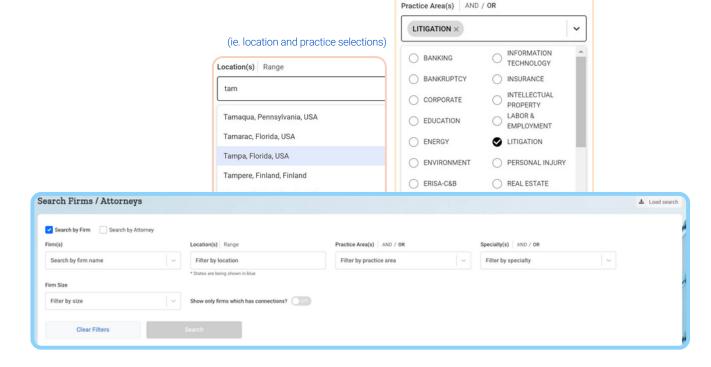




STEP 2

Begin to **add your desired filters**. You can filter your results by location, practice area, speciality, and firm size.

NOTE: If you have a specific firm in mind, you can enter it into the "Search by Firm Name" bar.





STEP 3

Filter your selections as you see fit and hit "Search."

NOTE: Your list will populate based on your chosen filters.



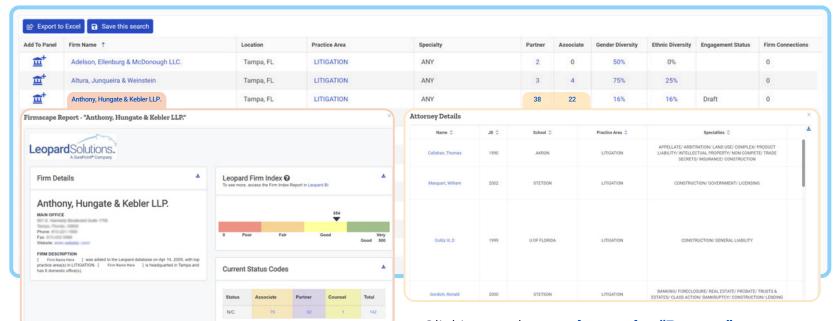
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 4

Your results will provide a list of law firms. Results with **blue text** are **hyperlinks** and lead to additional information.



Clicking on the **law firm's name** will bring you to a detailed **Firmscape report**, including firm details, the firm's ranking on the Leopard Law Firm Index (LLFI), the overall stability of the firm, and more.

Clicking on the **number under "Partner" or "Associate"** will allow you to see details on each attorney, including their History, JD, School, Bio, Memberships, and more.



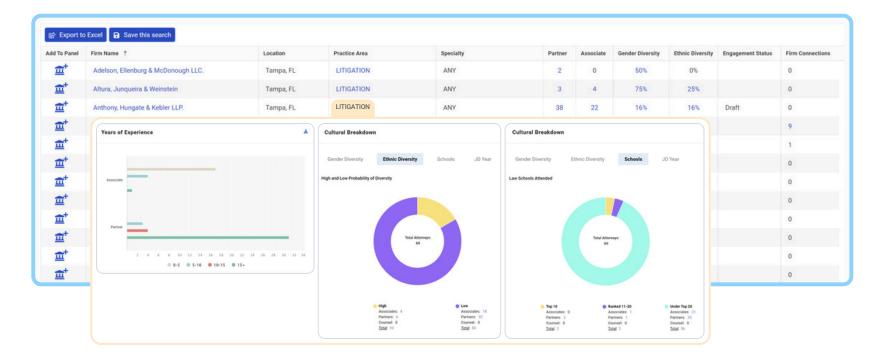
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 4 (cont)

Clicking on the **Practice Area** will allow you to analyze the specific practice group that matches your search; view years of experience, diversity, financials and attorney networks. Click "**Back**" to return to the search results.





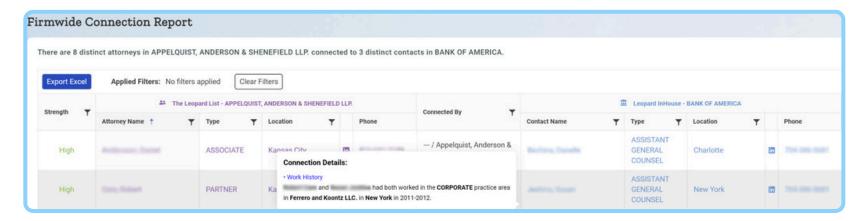
Panel **R**anking and **O**rganizational **W**orkflow for **E**nhanced **S**election **S**ystem allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 4 (cont)

Clicking on the **number under "Firm Connections"** will allow you to view how attorneys at your company may know attorneys at this firm.



NOTE: The diversity % for the cohort of attorneys matching your search is also listed in the search results. You can click the hyperlink to view the details of the diverse attorneys.



Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.

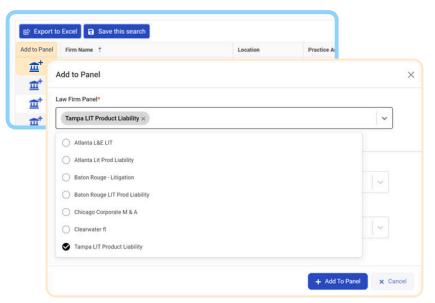


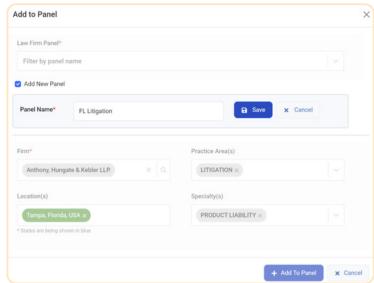


→ STEP 5

Once you have identified a firm you wish to vet further, click the "Add to Panel" icon. From there, you can create a new panel or add it to an existing panel made by you or one of your colleagues in your organization.

NOTE: When creating a new panel, your original search criteria is automatically populated to define it but you can make adjustments.





(Add to one or more existing panel)

(Create a new panel)



STEP 6

To view your saved panels, click "Manage Panels" in the top menu bar. You will see all panels within your organization.



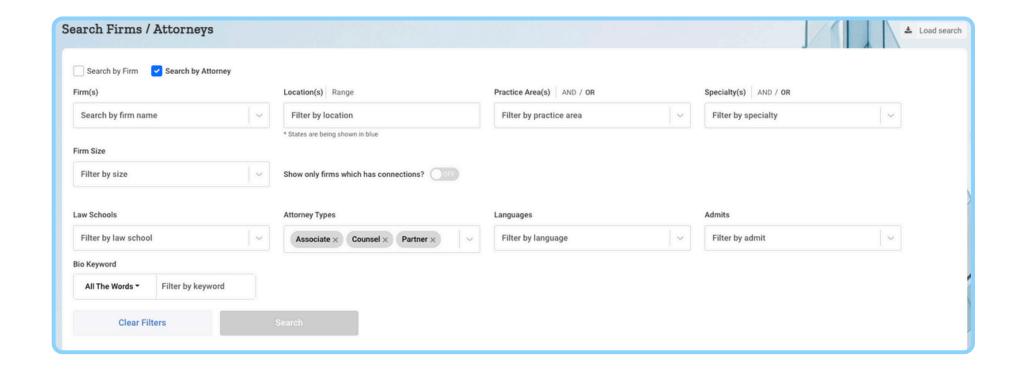
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 1

If you would prefer to find a specific attorney with the experience that you need, switch to the **Search by Attorney** option – via the check box or the top menu.





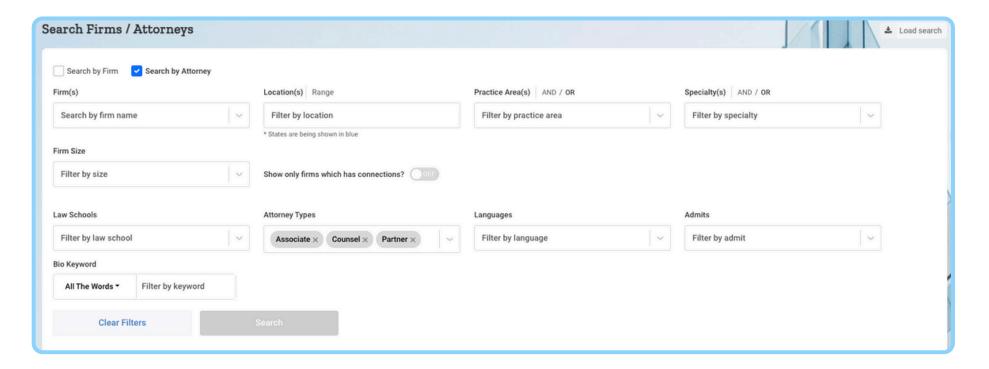
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 2

Insert your search criteria - Search for Attorneys using the same criteria as firms and additionally, narrow it down by the attorney's law school, type (ie: Partner, Associate, Partner), languages spoken, admits, or by keyword search of the attorney bio. Hit "**Search**".



Results will show you the profiles of the attorneys that match your need.



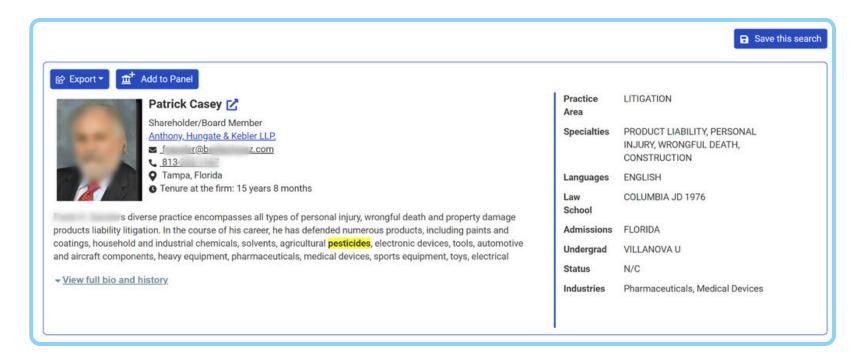
Panel **R**anking and **O**rganizational **W**orkflow for **E**nhanced **S**election **S**ystem allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 3

Once you have identified an Attorney you are interested in, click the "Add to Panel" icon. From there, you can create a new panel or add it to an existing panel made by you or one of your colleagues in your organization.





Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 4

All searches can be saved for future reference; See the blue "Save this Search" text in the upper right corner of your search results.



NOTE: To load previously saved searches, see the "**Load Search**" text in the Search Firms / Attorneys bar. Firm searches can be exported to Excel, and attorney profiles exported as a Word document or PDF.



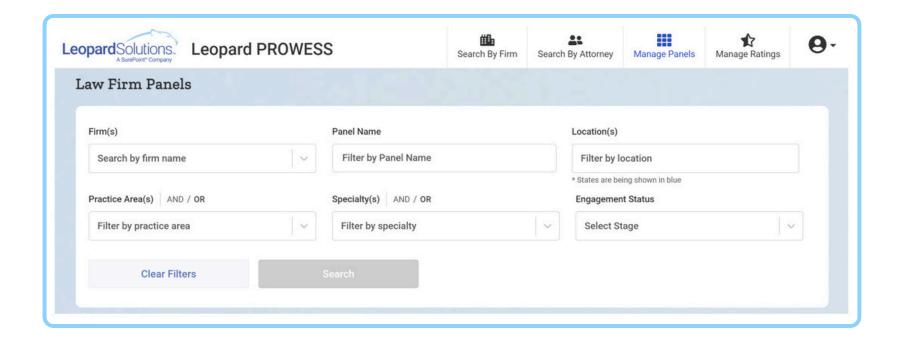
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 1

To view all of your created Law Firm Panels, navigate to **Manage Panels**. There is a search option provided to make it easier to sift through your own created panels or, you can view the whole list below the search.





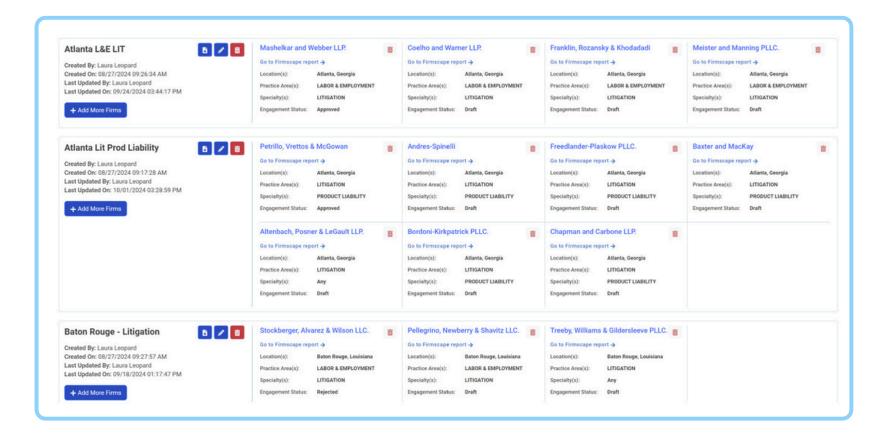
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.





STEP 2

Click on the **name of the law firm** to bring up an editable window for you to manage your relationships, engagement status, and ratings with the firm.





Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.

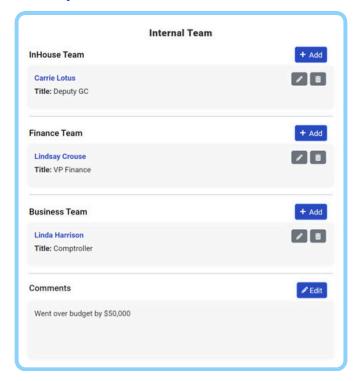




STEP 3

To add **contact information** to your **internal team**, you will click the blue "**Add**" button in each section: InHouse Team, Finance Team, and Business Team. You have the option to add their Name, Title, and Email address. You can also add any comments you may want to note.

Add your internal team and comments





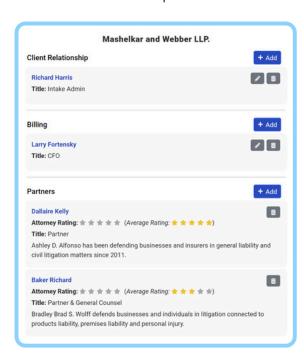
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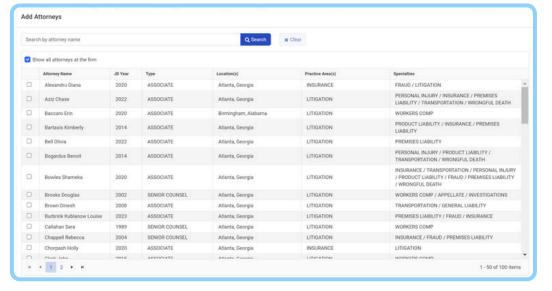




STEP 4

To add **contact information** to **employees at the law firm** you are working with, you will click the blue "**Add**" button in the Client Relationships and Billing section. There, you can add their Name, Title, and Email address. Under **Partners and Attorneys**, clicking the "**Add**" button will allow you to review the list of Partners and Attorneys with the skillset matching your original search, or check off "**Show all attorneys at the firm**" for a complete list.





View their experience and skillset, and **add them to your panel** as a wishlist, or as they get added to your cases.



Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.

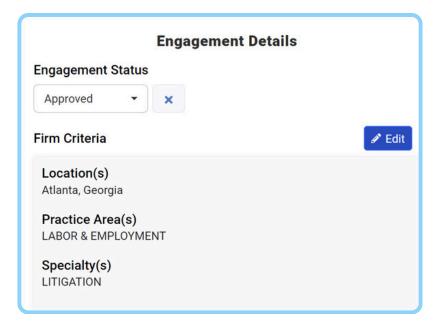




STEP 5

To keep track of your engagement status, see the "**Engagement Details**" container. There you can select between "Draft", "Due Diligence", "Approved" or "Rejected". This status will be viewable when you are searching for firms. You can also edit the search criteria.

You can also edit the search criteria here





Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.



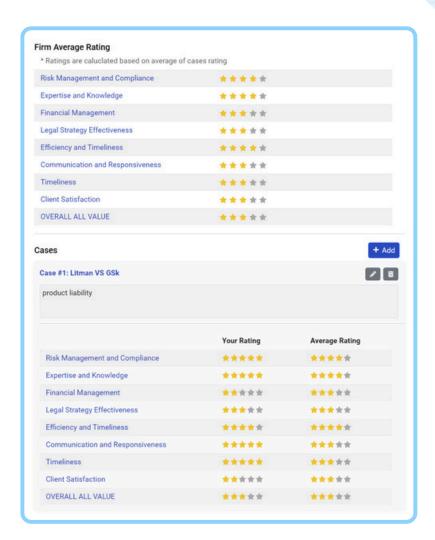
STEP 1

Once you are working with a firm, you can **add case notes** and **rate the firm**. To add case notes, navigate to "Manage Panels" and click on the firm name within your panel. Under "Cases", on the bottom right, click the blue "Add" button.



STEP 2

Type in the title of the case, as well as any descriptors you would like to add to the description. Hit "Save".





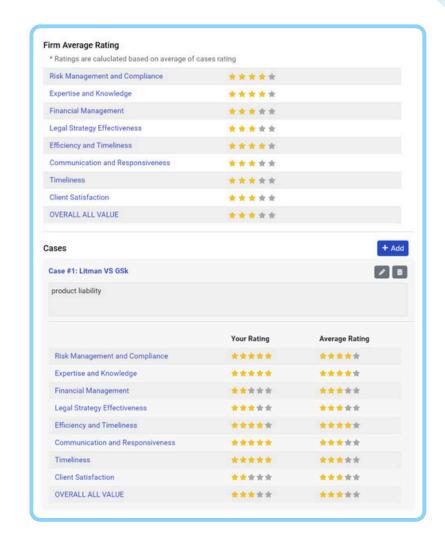
Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.



STEP 3

After adding your case, you can then **add a rating** between 1 and 5 stars, using the Leopard Solutions **REFLECTS+** model: **R**isk Management and Compliance, **E**xpertise and Knowledge, **F**inancial Management, **L**egal Strategy Effectiveness, **E**fficiency and Timeliness, **C**ommunication and Responsiveness, **T**imeliness, and Client **S**atisfaction.

NOTE: These ratings will contribute to the firm's overall rating by your company and cannot be viewed by anyone outside your organization.





Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.



STEP 4

Once your ratings are in, you can easily compare ratings of firms on the same panel, toggling between them, by clicking the blue "**Change Firm**" button at the top right of the page.





Panel Ranking and Organizational Workflow for Enhanced Selection System allows you to search for firms and attorneys with specific skills and experience to support your outside counsel needs.



STEP 5

The "Manage Ratings" tab on your account is controlled by your account administrator; They can determine which ratings your organization will use, and how granular you want to be, using the Leopard REFLECTS+ framework, or you can create your own

