

What's New at Amicus?

Gavel & Gown Software selected as a 2008 Microsoft IMPACT Awards Finalist for the Mobility Solution of the Year Award!

The Microsoft IMPACT Awards highlight innovation and excellence in the Canadian technology partner community. The Mobility Solution of the Year Award recognizes technology partners that specialize in developing, deploying and supporting software solutions based on Microsoft Windows Mobile technologies....

[Read more](#)

FAQ - Answers To Some Common Technical Questions

"How do you change passwords in Premium Edition 2008?"

For security, users should change their initial Password as soon as possible. An Amicus Administrator can change or reset a password, but they cannot look up an existing password....

[Read more](#)

Events and More

Find Out Where Our Product Will Be Showcased In The Next Few Months

Nebraska State Bar Annual Meeting

Oct 22-24, 2008
Omaha, NE

Iowa Trial Lawyers Association Annual Convention

Nov 6-7, 2008
Des Moines, IA

Consumer Attorneys of California Annual Convention

Nov 6-9, 2008
San Francisco, CA

Maryland State Bar Annual Solo and Small Firm Conference

Nov 7-8, 2008
Baltimore, MD

Canadian Law & Technology Conference

Nov 17-18, 2008
Toronto, ON

[Click here to save 10% off conference registration](#)

[See Complete Event Listings](#)

Amicus Showcase

PREMIUM EDITION

Reporting Options

Reports allow you to gain insight by looking at cross-sections of your practice. Amicus Attorney 2008 Premium Edition features numerous reports that can be run at local workstations by individual firm members, as well also team-wide reports that can be run by any Amicus Administrator...

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Staff Turnover

In the event of staff turnover, Amicus Attorney 2008 Small Firm Edition easily allows you to transfer the previous team member's license to a new user. There is no need to purchase another license since the total number of users is going to remain the same. We also recommend against simply changing the name of the user in the database. This can impact historical records, and any reference to the work product of the former team member will be lost...

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AMICUS ACCOUNTING

Amicus Accounting Updates

The built-in updates feature enables you to easily check for updates to your version of Amicus Accounting, download them to the Amicus Accounting Server, and then install them. You must have a connection to the Internet to use this feature, and the user must be assigned to a Group with permission to use the Update features...

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Press Release

For Release: September 23, 2008

Gavel & Gown Software Inc. a Mobility Solution of the Year Finalist in Microsoft Partner Program IMPACT Awards

Microsoft Partner Program IMPACT Awards recognize top Canadian technology partners for customer support and service successes

Toronto, ON - Gavel & Gown Software Inc. announced that it has been selected as a finalist in the Mobile Solution of the Year category for the 2008 Microsoft Partner Program IMPACT Awards. The sixth annual IMPACT Awards recognize excellence within the Microsoft technology partner community in Canada as well as the innovative solutions and value they deliver to customers.

“Partners are at the core of Microsoft’s business model and Microsoft has always relied upon a strong network of technology partner companies to bring technology to customers and provide the foundation for delivering solutions to the marketplace,” said Lora Gernon, Director, Partner Group, Microsoft Canada Co. “We are proud to celebrate companies like Gavel & Gown at the Microsoft Partner Program IMPACT Awards as they help drive business growth and customer satisfaction through their stellar demonstration of industry leadership.”

Gavel & Gown was chosen as a finalist in the Mobile Solution of the Year category for Amicus Mobile, a revolutionary add-on to Amicus Attorney 2008 Premium Edition, the company’s practice management software application for law firms. Amicus Mobile enables legal professionals to do legal work on a Smartphone. They can work with client matter files, track inbound and outbound calls, do automatic time entries, manage tasks and appointments, make notes on anything at any time and optionally associate them to client files or contacts, all from a PDA running Windows Mobile.

“We are very happy to receive this recognition for our Amicus Mobile solution,” comments Ron Collins, President, Gavel & Gown Software Inc. “With Amicus Mobile, legal professionals can run their practice management software and work with vital practice information in real-time from their PDA using Windows Mobile.”

Gavel & Gown, along with other technology partner winners and finalists in each of the award categories, will be honored at a gala event in Toronto on November 13, 2008.

About the Microsoft Partner Program IMPACT Awards

In 2003, Microsoft Canada replaced all of its previous technology partner awards with a unified program that also recognizes customer service, marketing, and contribution to the community. Microsoft Canada has outlined 30 categories to highlight the Partner Program competencies to honour the achievements of top technology partners.

The Microsoft Partner Program IMPACT Awards were open to Systems Integrators, Large Account Resellers, Direct Market Resellers, Value Added Resellers, Distributors, Systems Builders, Authorized Education Resellers, Certified Partners for Learning Solutions, Microsoft Certified Partners, Independent Software Vendors, Channel Suppliers, Microsoft Business Solutions (MBS) Partners and Original Equipment Manufacturers.

For a list of all 2008 finalists, and more information on the Microsoft Partner Program IMPACT Awards, please visit <http://www.microsoft.ca/awards>.

About Gavel & Gown Software Inc.

Founded in 1993 and headquartered in Toronto, Gavel & Gown Software's mission is to make law firms more productive and profitable, while providing lawyers with greater peace of mind. Amicus Attorney is the world's leading practice management software for lawyers, with more than 225,000 legal professionals worldwide having invested in the product. Gavel & Gown's numerous achievements are recognized through the success of its customers and through its alliances with key strategic partners. As a measure of this phenomenal success, Amicus Attorney has won more than 30 prominent industry awards, has been endorsed by major law societies and has been recognized by independent surveys as the most widely used practice management software in the United States. Gavel & Gown Software is a Microsoft Gold Certified Partner. For more information, please call (800) 472-2289 or visit www.amicusattorney.com.

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For more information, press only:

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FAQ - Answers To Some Common Technical Questions

"How do you change passwords in Premium Edition 2008?"

For security, users should change their initial Password as soon as possible. An Amicus Administrator can change or reset a password, but they cannot look up an existing password.

Changing User Passwords

1. Choose Preferences on the navigation list of the Office window. The Preferences view appears.
2. Click General > My Profile.
3. Click Edit to the right of your name in the My Profile view. Your Person Edit dialog appears.
4. In your Person Edit dialog, you may adjust your name, communications, and address information (we recommend that you have a primary email address specified in the Communications section, so that you can receive email reminders and change notifications about upcoming or changed events).
5. To change your password or User ID, click Office Access at the bottom.
6. The Office Access dialog appears.

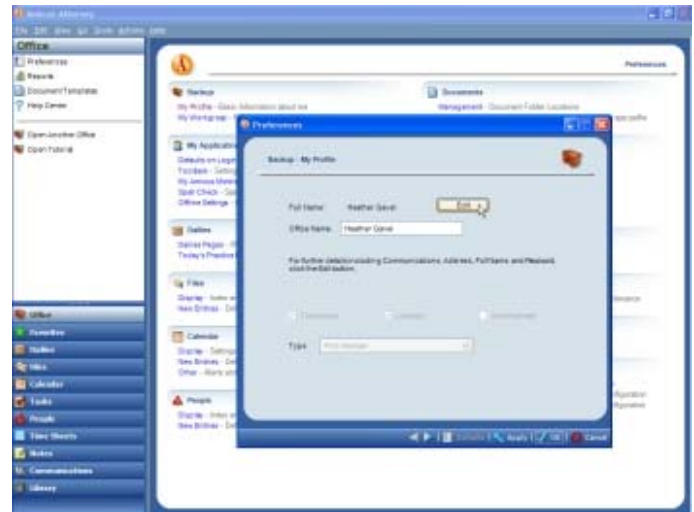
Change your User ID if you like. User IDs are not case sensitive for purposes of logging in.

Type your existing password in the Old Password box, type the new one in the New Password box, and type the new one again in the Verify box.

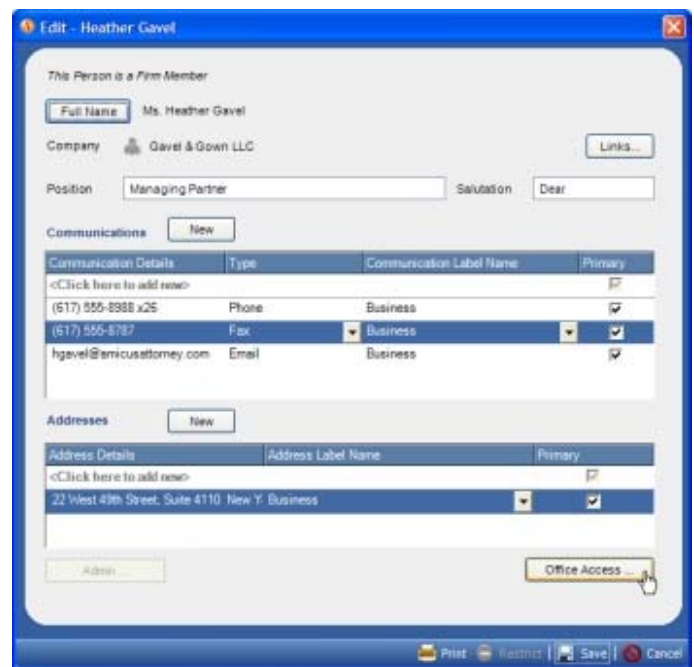
Passwords are case sensitive, and must be at least eight characters long. *Security experts recommend that a password should include at least one uppercase or lowercase letter, at least one number, and at least one punctuation character. It is also recommended that a password should not contain your User ID nor any part of your full name.*

When you are finished, click OK.

NOTE: The lower part of the Office Access dialog enables you to grant other Firm Members access to your Office



Preferences > General > My Profile



Edit



[Office Access](#)

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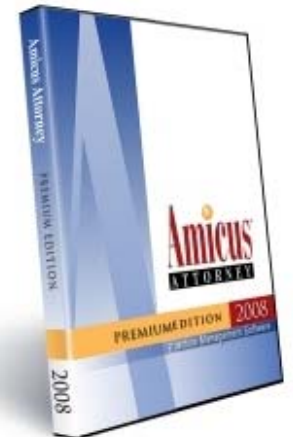
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PREMIUM EDITION



Premium Edition Reporting Options

Reports allow you to gain insight by looking at cross-sections of your practice. Amicus Attorney 2008 Premium Edition features numerous reports that can be run at local workstations by individual firm members, as well also team-wide reports that can be run by any Amicus Administrator.

At the local workstation, firm members can choose from a wide range of reports including: Calendar, Communications, Files, People and Time. In all there are more than 50 predefined reports that can be run.

Amicus Administrators can run firm-wide reports including: Business Planning, Calendar, Files, People, System Administration and Time. In total there are more than 30 administrator reports available to be run.

These reports were created with Crystal Reports, but you do

not need your own copy of Crystal Reports in order to run them. If you want to

modify any of the shipped reports you do need Crystal Reports. The Amicus Services Team is also available to create custom reports should your firm require assistance.

Running Firm Member Reports:

To view a list of Firm Member reports, choose Reports on the navigation list in the Office module. The Reports view Appears.

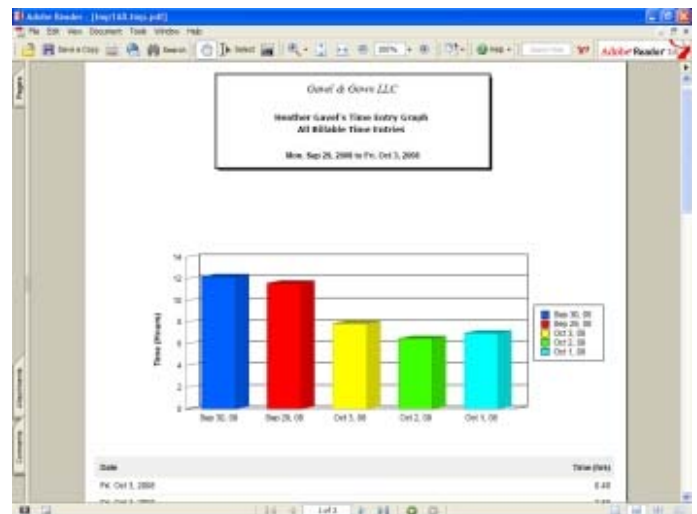
To see a list of reports for a particular module, choose that module in the view's navigation list: Files, Calendar, People, Time, or Communications.

To run a report, click its hyperlink in the list. The Reports Generation dialog appears.

Depending on the particular report, set options for the data to be included or for data formatting: select File(s), choose a date range, include Notes, show the full names or only their initials, etc.

Select the export format in the Report Format list box: Acrobat PDF, Microsoft Word, RTF, or Excel and then click OK.

View, save, print or discard the exported report, as desired.



Report Result



Office > Reports > Time > My Billable Time - Date Range (Color Bar Graph)

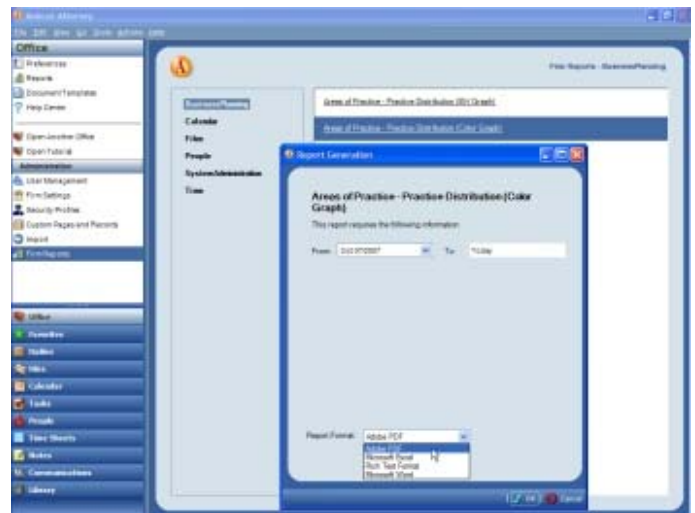
Running Administrator Reports:

Firm Reports, available only to Amicus Administrators, are based on information in the entire database.

To view the list of Firm Reports, an Amicus Administrator can choose Firm Reports in the Administrator section of the navigation list in the Office module. The Firm Reports view appears.

To see a list of reports for a particular module or section choose that in the view's navigation list: Business Planning, Calendar, Files, People, System Administration, or Time.

To run a report, click its hyperlink in the list. The Reports Generation dialog appears.



Office > Firm Reports > business Planning > Areas of Practice

Just like Firm Member reports, you can select the options for the data to be included or for data formatting: select File(s), choose a date range, include Notes, show the full names or only their initials, etc.

Select the export format in the Report Format list box: Acrobat PDF, Microsoft Word, RTF, or Excel and then click OK.

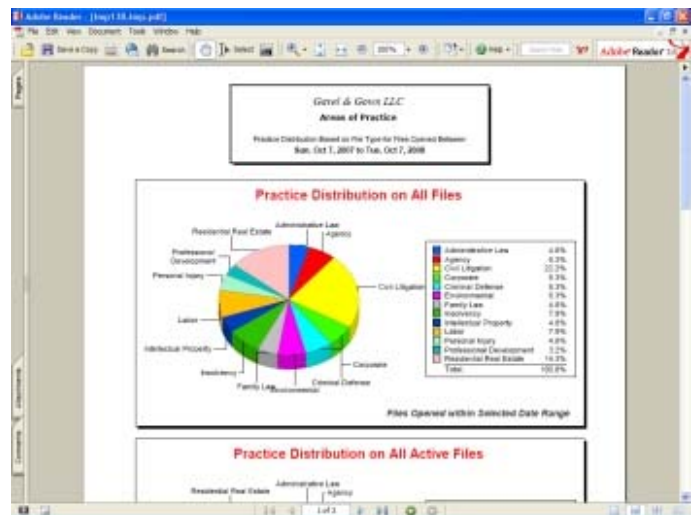
View, save, print or discard the exported report, as desired.

Premium Edition offers a wide-range of reporting options to meet your needs. With the ability to export to Excel or your word processor, you can further manipulate the data as required. In addition to these reports described above, you can also create reports through Word or WordPerfect. Check out Document Assembly in your Online Help for more information.

Updated Calendar Reports:

Please note that with the latest release (R.03) includes optimized calendar reports that now run faster. If your firm has not yet updated your Amicus Attorney to R.03, please forward this link to your administrator where they can find out more information:

http://www.amicusattorney.com/support/downloads/support_dl_08pe.html



Report Result

If you have any questions please contact technical support.

For more information on Amicus Attorney 2008 Premium Edition visit www.amicusattorney.com.

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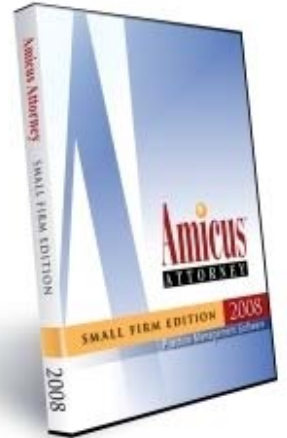
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SMALL FIRM EDITION



Staff Turnover

In the event of staff turnover, Amicus Attorney 2008 Small Firm Edition easily allows you to transfer the previous team member's license to a new user. There is no need to purchase another license since the total number of users is going to remain the same. We also recommend against simply changing the name of the user in the database. This can impact historical records, and any reference to the work product of the former team member will be lost.

To accommodate this need there is a Transfer License Feature in Amicus Administrator.

Not only does the feature provide a way to add a new team member in place of former team members, it also transfers records from the former to the new team member.

Check List

Before a team member can be made inactive, all unposted time entries must be either posted or deleted. The license transfer will not begin if there are any unposted time entries. After posting, any accounting link team member settings should be changed manually. Also, any sensitive personal information should be removed, as it will be assigned to the new active team member. When the above procedures are complete, the former team member's office should be uninstalled from the workstation.

To replace an existing team member with a new user, first add the new user in the Add/Remove users dialog in Amicus Administrator.

Adding the User

Open the Users menu, and choose Management, then choose Add/Remove. The window at right appears.

Click the Add New User button, then Type the new user's name and initials in the text boxes.

Click the Save Changes To This User button. To optionally add additional information click the View Profile For Selected User button.

Now that the new user has been added to the database, the license can be transferred from the previous user.

Transfer a License

Under the Users menu option select User Management > Transfer License. This will bring up the Transfer License dialog.

Select the two firm members (one licensed and one unlicensed) you would like to switch and click OK.

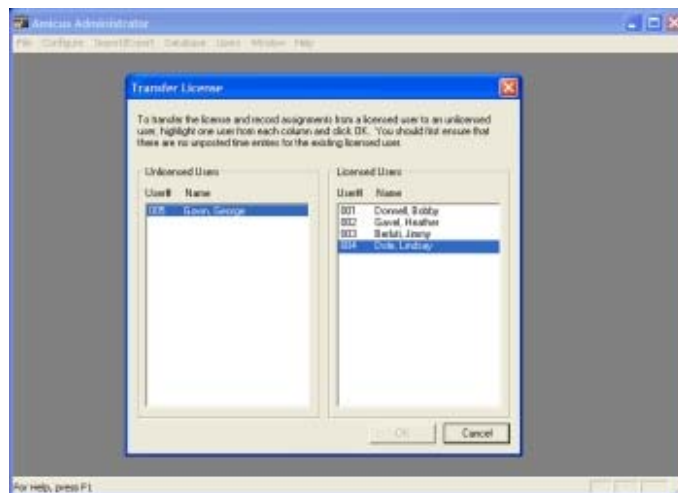


Users > User Management > Add/Remove

All necessary record reassignments are automatically made to allow the new user to assume the role of the former team member. The new team member will be assigned to the following items belonging to the former user:

- Contacts
- Files, including responsible Lawyer assignments
- Future events
- Outstanding phone messages
- Assignment on precedents where the former team member was set as a default
- Personal Library records
- Email and messages not dealt with

On completion of the transfer, the new team member may be installed.



[Users > User Management > Transfer License](#)

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AMICUS ACCOUNTING

Amicus Accounting Updates

The built-in updates feature enables you to easily check for updates to your version of Amicus Accounting, download them to the Amicus Accounting Server, and then install them. You must have a connection to the Internet to use this feature, and the user must be assigned to a Group with permission to use the Update features.

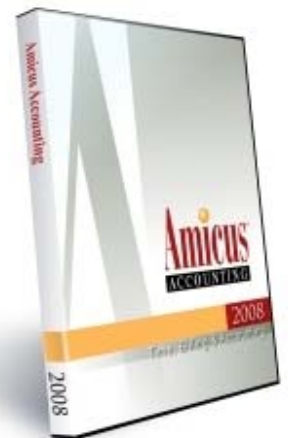
Note that the feature is not available until you have licensed Amicus Accounting.

Getting updates:

1. At any workstation, go to Maintenance > Updates > Check for Updates, or via the Help Drop-down, select Check for Updates.



[Help > Check for Updates](#)



[ACCOUNTING FREE TRIAL](#)
[click here](#)

2. In the Checking for Updates screen, click Check Now. A connection to the website is established and if an update is available, it is displayed.

3. The next applicable update will be displayed for download. Select the update and click Download. Click Finish when prompted.



Check for Updates



Updates Found

The update has now been downloaded to the computer, but has not yet been installed. The second step is to install the update.

Installing Updates:

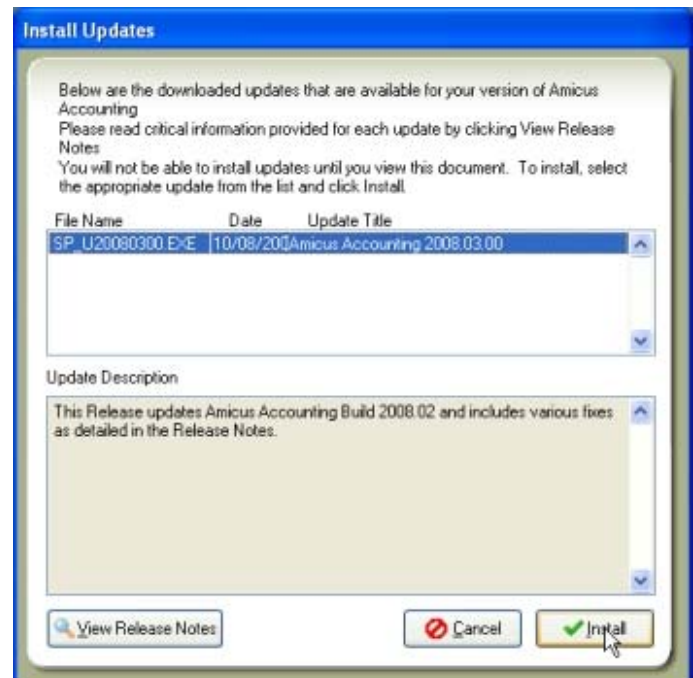
1. Ensure you have a current backup and ensure that all other users are out of Amicus Accounting.
2. If Amicus Accounting is integrated with Amicus Attorney, ensure that all users are logged out of Amicus Attorney.
3. At any workstation, go to Maintenance > Updates > Install Updates, or Help > Install Updates
4. In the Install Updates screen, select an update and click View Release Notes to view details in your word processor.
5. Updates will display in sequence, with the first (oldest) update to be installed displayed at the top of the list. Select the oldest update and click Install to install it, and then click Yes to confirm when prompted.
6. You will be prompted to ensure all other users are logged out. Click OK and then click Proceed when prompted. Follow the onscreen instructions to complete the install.
7. When the install is complete, click Finish.

The check for updates feature only checks for the next applicable update for your particular installation. As a result, if you have not applied any updates in some time, it may be necessary to check for updates again to see if there are any new updates available. If a new update is found, please follow the same steps above to download and install the update. We recommend again checking for updates until no new updates are found.

[Amicus Accounting 2008 Overview](#)



Help > Install Updates



Install Updates > Install

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