

TechnoRelease

Corporate communication that teaches rather than preaches.

Five Things Solos & Small Firm Attorneys Should Never Have to Say ...

By Gavel & Gown Software

1. There Aren't Enough Hours in the Day!
2. Where Did The Smith File Go???
3. Did I Bill for That?
4. Was That Appointment at 2pm?
5. This Software is Just Too Hard to Use!

1. THERE AREN'T ENOUGH HOURS IN THE DAY!

As a legal professional in a small law firm, you face a unique challenge. Not only do you have to manage all your client matters, attract new work and stay on top of the law, but you also have to run your firm as a business.

One minute you are negotiating a deal, the next managing receivables. There's never enough time! The good news is that now at last there is a software solution that understands what life is like in a small firm — and makes it easier.

Amicus Small Firm is everything a solo or small law firm needs to run their practice in one incredibly affordable and easy-to-use package. It will help you run your practice more efficiently so there will always be enough hours in the day.

2. WHERE DID THE SMITH FILE GO???

Nothing is worse than having an angry Mr. Smith on the phone when you can't find his file. With Amicus Small Firm you will never search for a file again — and you'll always be prepared to take a client's phone call.

Amicus Attorney organizes all of your file information and keeps it right at your fingertips so you can always find it quickly. You'll never be stuck putting a client on hold while you run down the hall to look for a file on someone else's desk.

When you look at a file in Amicus you can quickly and easily see all the work that has been done, all the time that has been billed, and all the communications that have taken place regarding the file — by you or

anyone else in your office. So you'll be prepared to answer client questions with immediate and accurate responses.

3. DID I BILL FOR THAT?

How often do you spend 10 hours in the office and end up scratching your head because you only billed for 5? Its easy — and costly — to let billable time slip through the cracks.

In fact, a single lawyer who bills at \$200 per hour, has a minimum billing increment of .2 hours, and forgets to bill for 1 phone call and 1 e-mail per day loses \$20,000 in revenue every year!

Amicus Attorney will remind you to do a time entry after every billable action, so you don't lose any billable hours. It will often present you with a time entry already filled in, since it knows the file you are working on and what you are doing. It also knows all the background details of your files, so you don't have to fill those in.

Information on time entries includes the file, matter and client details, billing rate, notes and time spent. Flat rate, special activity rates and contingency billing can be specified. Activity codes and task-based billing codes (UTBMS) can be provided as well. Time totals can be in minutes or tenths, and can be rounded to the increment you specify.

With automatic time entries, Amicus Attorney will help you to bill for activities that you were forgetting to record before. That means you capture more billable time for the work you are already doing!

The time you record in Amicus Attorney is posted to Amicus Accounting automatically. This includes hourly or flat-fee and billable or non-billable time entries. Once it's posted, you can edit or write-off unbilled time entries and even transfer work-in-progress across clients and matters.

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You can also:

- Track all expenses related to a client or matter.
- Create, edit, transfer or delete entries.
- Track both billable and non-billable time.
- Write checks to pay and post client expenses in a single step.

4. WAS THAT APPOINTMENT AT 2PM?

Your day revolves around your calendar. In Amicus your calendar tracks your appointments, displays deadlines and lists to-dos. You can easily see when your appointments are and what you need to do in your day. You can view your calendar by day, week, month and year or in lists.

There is also a Group Schedule that lets you instantly see the calendars of the people you work with.

This is great for assistants who are working with more than one attorney. Group calendars update dynamically as anyone makes a change. And once you schedule an event pertaining to a file on your calendar it will automatically be cross-referenced with that file.

Want to find a time for everyone to meet? No problem. Specify the details of who you want to include and how long the meeting should last and Amicus Attorney will display the first available time slot.

Tasks and deadlines are also a vital part of the practice of law. Amicus Attorney makes sure you keep track of both. Schedule when you want to start work on something and have its deadline appear separately in your calendar in red. Amicus will even count down each day for you and warn you about how much time is left.

5. THIS SOFTWARE IS JUST TOO HARD TO USE

Software can only be helpful if it can be used — by everyone in your firm.

Amicus Attorney is famous for its ease of use and short learning curve. Amicus Small Firm is no exception. Amicus Small Firm utilizes the Amicus philosophy of providing easy-to-use and easy-to-learn software. It has been designed specifically for solo and small law firms where there is a range of computer

skills and comfort levels.

The graphical screens in Amicus are a big part of what makes it easy to use and more pleasant to work with. Even more important is the natural workflow.

It is so incredibly easy to learn and use your staff will be up and running in no time. Go easy on yourself. Choose Amicus Small Firm to create a complete front office/back office solution for your firm.

MORE ABOUT AMICUS SMALL FIRM

Contacts

Contact information is all organized within Amicus. You can view complete contact information including lists of events, communications, relationships and files for each person. Check for conflicts of interest with one click.

Communications

View all previous calls you have had with a person or anyone on the file. Create call back reminders or do a time entry for any calls. You don't have to type anything because Amicus fills in the details. Sent and received e-mails are managed in the ComCenter and are automatically saved to the appropriate contacts and files. Simply click on any e-mail address on a contact or file to create a new message.

Full Accounting and Reporting

Amicus Accounting includes full accounting and reporting capabilities. It has a comprehensive General Ledger with a fully reportable audit trail. It supports cash, modified cash or accrual accounting and, as you enter transactions, the client and general ledger are updated automatically.

Billing

You can generate bills for either an individual client file or a range of client files at once. Amicus Accounting handles hourly, flat-fee and split billing. Generate bills based on client or matter number, Responsible or Assigned Lawyer, File Type or Billing Cycle. You can create draft bills, reprint or reverse bills if necessary and issue overdue payment reminder statements.

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Receivables

Record payments from clients, manage write-offs and refunds and identify outstanding accounts. The Accounts Receivable reminder feature allows you to easily generate reminder statements. Generate reminders for specific clients or all clients based on aging limits and minimum balances.

Trust Accounting

Manage unlimited client trust banks and process trust receipts, checks, and transfers between matters with ease. You can automatically print a receipt when you receive trust funds from clients. The integrated security features help prevent overdrafts when writing a check. And, with more than 50 reports included, you will be able to easily see what is happening in your practice.

INCREASE YOUR PRODUCTIVITY — INSTANTLY — WITH AMICUS SMALL FIRM.

- Exceptional value — low cost and short learning curve.
- One vendor for all of your needs.
- Easy to learn and use.

The benefits of integrated practice management are

clear. Your file information and your billing information will always be in sync. You will never need to link to another accounting product for your accounting and billing requirements. You'll never need to enter data twice — which saves you time. And if you ever have a question, you need only call one vendor.

To get a better understanding of what Amicus Small Firm can do for you, we recommend you install the free trial for yourself. Experiment. Experience first hand what the program can do for you.

Amicus software solutions are used by more than 225,000 legal professionals every day. Why trust your practice to anyone else?

FREE 30-DAY TRIAL.

Amicus Small Firm is currently not available in Canada.

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