Amicus NEWS

November/December 2008 -- Volume 6, Issue 8

Special Announcements

HAPPY HOLIDAYS from all of us at Gavel & Gown Software Inc.

Holiday 2008 Schedule

It's that time of year again and the holiday season is upon us. In order to assist you over the holidays, we are providing you with the changes to our Hours of Operation for Technical Support.
Read more

Amicus Attorney - Save 20%

Amicus Attorney is on sale until December 31, 2008. Improve the efficiency and profitability of your firm with Amicus Attorney...
Read more

Amicus Accounting - Save 20%

Amicus Accounting is on sale until December 31, 2008. Further streamline your practice with Amicus Accounting 2008...
Read more

FAQ - *Answers To Some Common Technical Questions*

Can I use a program other than Amicus or SQL to backup my Amicus Attorney 2008 Premium Edition software?

It is highly recommended that any backups of the Amicus database be done in one of two manners. The first is through the Amicus Attorney program...
Read more

Events and More

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

LegalTech New York 2009
Feb 4-6, 2009
New York, NY

Massachusetts State Bar Legal Technology Expo
March 20, 2009
Framingham, MA

ABA TECHSHOW 2009
April 2-3, 2009
Chicago, IL

ALA Annual Educational Conference and Expo
May 18-21, 2009
New Orleans, LA

See Complete Event Listings

Amicus Showcase

PREMIUM EDITION

Working with Precedents

Similar types of legal cases often follow similar procedures. For example, in a real estate purchase, you may always follow certain steps in a set order...
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SMALL FIRM EDITION

Setting Change Notifications for an Appointment

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AMICUS MOBILE

Getting Started with Amicus Mobile

To start using Amicus Mobile on your handheld device you must begin by logging in. To do so...
Read more

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What's New at Amicus?

Holiday 2008 Schedule

It's that time of year again and the holiday season is upon us. In order to assist you over the holidays, we are providing you with the changes to our Hours of Operation for Technical Support. Unless noted, all other days will have standard business hours of operation.

- Wednesday, December 24, 2008 -- CLOSED
- Thursday, December 25, 2008 -- CLOSED
- Friday, December 26, 2008 -- 8:30 am - 8:00 pm ET
    - *NOTE: reduced staff in Sales and Technical Support*
- Wednesday, December 31, 2008 -- 8:30am - 6:00 pm ET
- Thursday, January 1, 2009 -- CLOSED

Have a wonderful holiday season!

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What's New at Amicus?

Purchase Amicus Attorney and SAVE 20%

Purchase Amicus Attorney 2008 Small Firm Edition or Amicus Attorney 2008 Premium Edition by December 31, 2008 and **SAVE 20%**!

Place your order today:

- Contact us at 800-472-2289 or via email at sales@amicusattorney.com
- Contact your local Amicus Certified Consultant
- Place your order online

Offer valid to new customers only. Save 20% off Amicus Attorney 2008 Small Firm Edition (up to a maximum of 10 licenses) or Amicus Attorney 2008 Premium Edition.

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What's New at Amicus?

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Amicus Accounting 2008 is available as a standalone product or for use with Amicus Attorney 2008 products.

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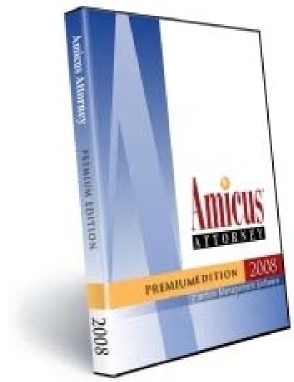
PREMIUM EDITION



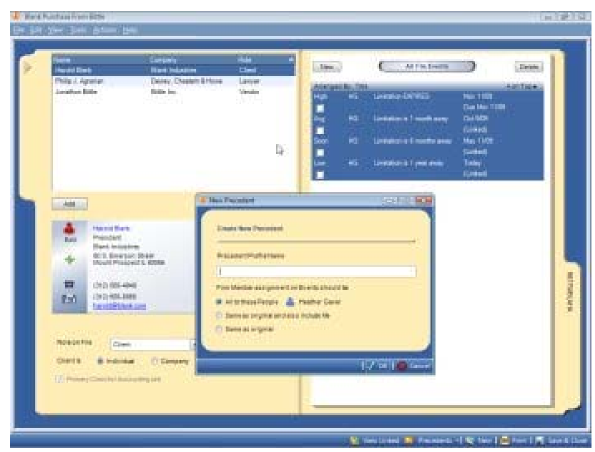
Working with Precedents

Similar types of legal cases often follow similar procedures. For example, in a real estate purchase, you may always follow certain steps in a set order.

You may save a series of steps as a Precedent. A saved Precedent contains series of Appointments and To Do’s involved in a transaction (e.g. a real estate sale or purchase). You can then reuse a saved Precedent on other Files.

A good time to create a Precedent is after you complete a transaction on a File on which you have built up a list of the Events involved in the transaction. You can review this list in the All Events view of the File Details window, and decide which Appointments and To Do’s to include in the Precedent. If you are in doubt about including an Event, it is best to leave it in; you can always delete it later. Precedents may be simple at first, and you can build on them gradually. Amicus lets you reuse your work so that you can become more efficient.

Creating a new Precedent

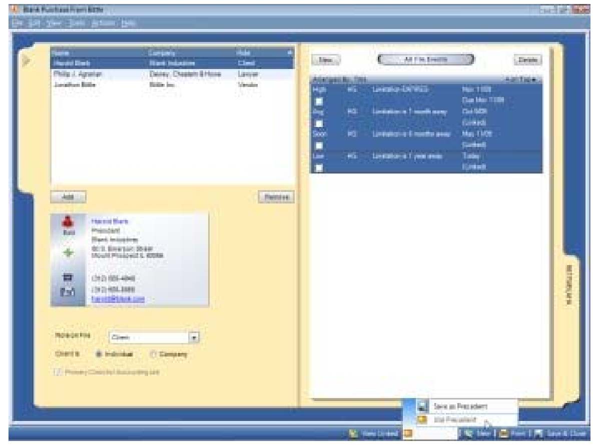


Precedents > Save As Precedent

1. Open the File Details window for a suitable File and display the Events brad view.
2. Select the Events you want included.
3. Click Precedents.
4. Choose Save As Precedent.
5. The Select Precedents dialog appears.
6. Type a unique name for the Precedent—e.g. "Attend in Court" in the new Precedent dialog that appears.
7. Select an option to specify who should be assigned to each of the Precedent Events:
   - the Firm Members listed next to the first option—by default, this is you, but you can click the Select People button to change the list
   - the Firm Members assigned to the original Event, plus yourself
   - only the Firm Members assigned to the original Event
8. Click OK.
9. If any of the selected Events is a Linked Event, and you have not selected all of the Events that are linked to it, then a dialog appears, asking you whether you want the other Events included. If you click Yes, all Events in the chain are included. If you click No, only the Events you selected are included, as unlinked Events.
10. The Precedent Profile dialog appears. If you wish, you can enter a description of the Precedent and change the list of Firm Members assigned to the Precedent. You can also add and remove Events. To edit an Event, select it, right-click on the list, and choose Open in the shortcut menu that appears.
11. When you are finished editing the Precedent Profile, click Save.

Creating a new Precedent based on an existing

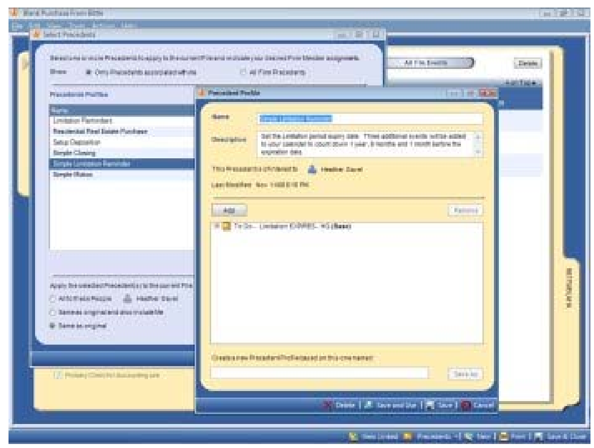
1. Open the File Details window for a suitable File and display the Events brad view.



[Precedents > Use Precedent](#)

2. Click Precedents.
3. Choose Use Precedent.
4. The Select Precedents dialog appears.
5. Select an option at the top of the dialog to show only your Precedents or all Precedents.
6. Select a Precedent in the Precedent Profiles list at the left, and click Edit under the list.
7. The Precedent Profile dialog appears.
8. Make the desired changes. You can edit the description of the Precedent or change the list of Firm Members assigned to the Precedent. You can also add and delete particular Events in the list. To edit an Event, double-click it in the list, or select it, right-click on the list, and choose Edit in the shortcut menu that appears.
9. Enter a unique name for the Precedent in the box at the bottom of the dialog and click Save As. The new Precedent is displayed with the changes you made. (The original Precedent is closed without any changes made to it.) You can now make further changes to the new Precedent.
10. Click Save or to save the Precedent and apply it to the current File, click Save and Use.

Editing an existing Precedent



[Precedents > Use Precedent > Simple Litigation Reminder > Edit](#)

1. Display an Events brad view of a File Details window
2. Click Precedents
3. Choose Use Precedent
4. The Select Precedents dialog appears
5. Select an option at the top of the dialog to show only your Precedents or all Precedents.
6. Select a Precedent in the Precedent Profiles list at the left, and click Edit under the list.
7. The Precedent Profile dialog appears.
8. Make the desired changes. You can edit the description of the Precedent or change the list of Firm Members assigned to the Precedent. You can also add and delete particular Events in the list. To edit an Event, double-click it in the list, or select it, right-click on the list, and choose Edit in the shortcut menu that appears.
9. To save the precedent with your changes, click save.

NOTE: When a File's Events are added to a new Precedent, some Event details are automatically adjusted to accommodate the new purpose.

- *The Done status, Completion status, File assignments, Contact associations, associated Notes, History, and Restrictions are all cleared.*
- *The linking information is maintained only if you included all the Events in its chain.*
- *For Repeating Events, only the "master" Event and the number of occurrences set in your preferences are included in the list.*
- *Other details that are maintained include elements such as the Scheduled Time and Duration of Appointments, the Priority of To Do's, Reminder settings, Change Notification settings, Intelligent Assistance (DO buttons), the Milestone status, and the Main Note*.

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

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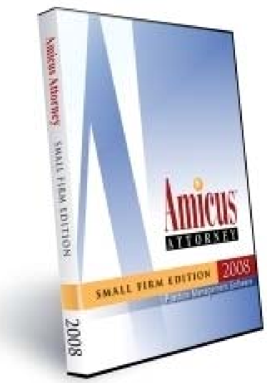
SMALL FIRM EDITION



Setting Change Notifications for an Appointment

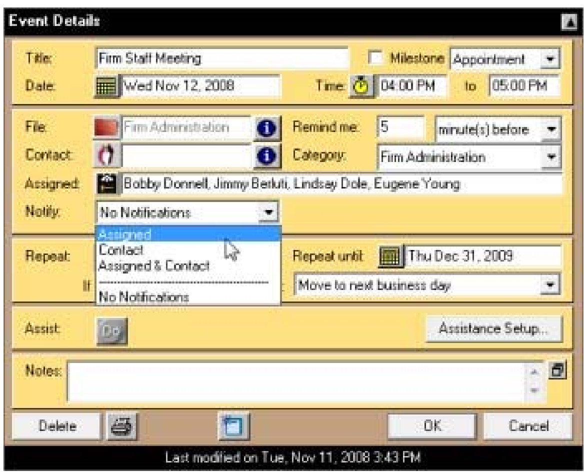
When scheduling an Appointment, you can specify that assigned Team Members and/or the Contact be automatically notified via email. When a new appointment is created or deleted, an email will automatically be sent indicating the change. Updates to Date, Time or those Assigned can also trigger an email notification.

To set Change Notifications for an Appointment:

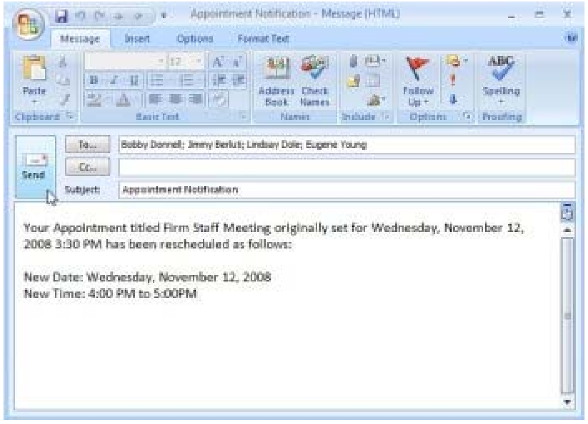
1. Open an Appointment.
2. Select Assigned (team members), Contact or both from the Notify drop-down list to indicate who you want notified.
3. A Change Notification email will open on your desktop when the Appointment is added, deleted, or changed.
4. The email will be addressed to the primary email address of each of the recipients, as specified in their Team Member User Profile or Contact record. (People who do not have an address specified in Amicus are omitted from the To list.)
5. Edit the message if you wish, and then send the email.

Tip - A Notification of a new Appointment is generated only if you set the option while creating the Appointment. Setting your preference to display the Event Details automatically when you schedule an Appointment by clicking and dragging in the Calendar day view will ensure that you have the option to set this while creating it.

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



Appointment



Change Notification Email

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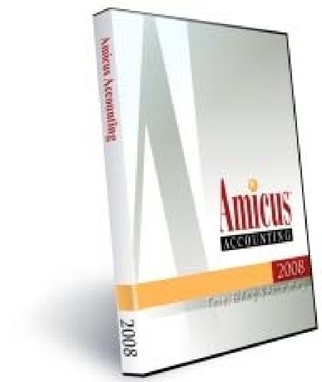


ACCOUNTING FREE TRIAL
click here

Bill Journal Report

Use the Bill Journal report to view a list of client bills/invoices generated by your firm. It is useful for getting a list of bills, or as an A/R report for a specific client.

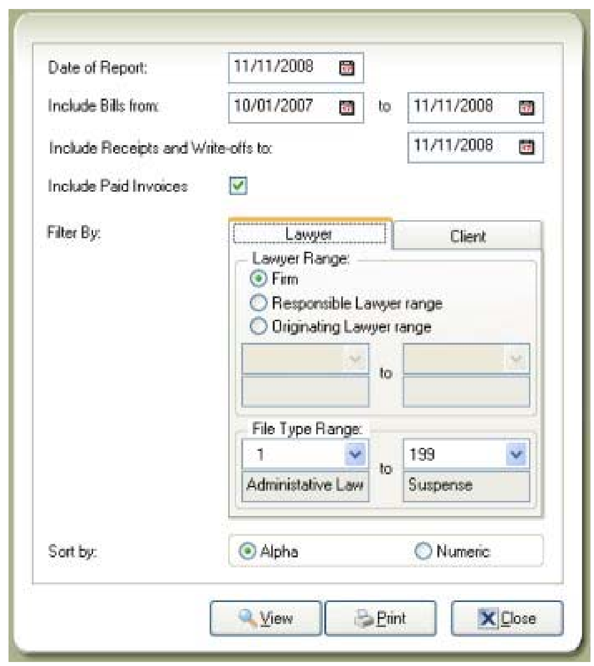
This report displays the results with separate columns for Fees, Expenses, Taxes, Total billed, Receipts, Write Offs, and Balance (Accounts Receivables).

To run the report:

1. Go to Reports > Billing Reports > Bill Journal.
2. Enter the report date or press Enter to use the current system date.
3. Enter the date range for bills to include on the report.
4. Enter the receipt and write-off "up to" date
5. Choose to include both paid and unpaid invoices or paid invoices only.
6. Choose to report for all lawyers or for a range of responsible or originating lawyers, and report for a range of file types. You can alternately choose to report for a range of client matters.
7. Choose Alpha to sort by client name or Numeric to sort by File ID.
8. Click View to display the report on your screen or click Print to send it to your printer.

Tip - By clicking Add to Report Runner you will be adding the report to the Automatic Report Runner, enabling you to print the report as part of a report group.

Amicus Accounting 2008 Overview



Reports > Billing Reports > Bill Journal