

## Time Matters® Practice Management Software

Streamline workflow and improve productivity in the office and on the go.

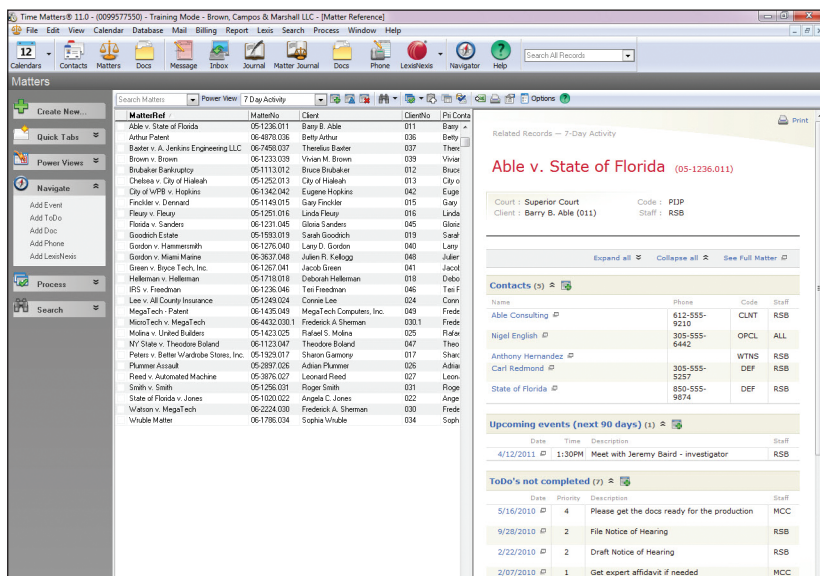


*Thousands of law firms and legal departments trust the award-winning Time Matters® practice management software to help streamline operations and improve efficiency—no matter where their practices take them.*

*Time Matters features highly customizable functionality to help you foster collaboration on matters, streamline internal processes and fuel growth through increased billable hours and profitability.*

Time Matters gives you the freedom and power to manage your practice wherever you are—whether in the office or on the go. Firms rely on Time Matters software to drive growth and maintain positive, productive client relationships.

- **Centralized case and matter information.** Avoid “information overload” and quickly locate what you need by organizing and storing all data relevant to a matter—including contacts, emails, notes, documents, appointments and tasks—in a single source shared by all members of your firm.
- **Efficient time and expense capture, plus basic billing.** Capture billable time and expenses while you work to prevent revenue leakage. Automatically track unbilled time with the Time Entry Advisor to maximize firm profitability. Create and produce simple invoices on demand.
- **Extensive customization options.** Tailor Time Matters practice management software to the way your firm works. Automate common tasks and processes to save time and optimize your firm’s effectiveness.
- **Time Matters Client Portal\*.** Keep the lines of communications open, even when your office is closed, by allowing clients 24/7 access to important documents related to their case. Easily share confidential files from the Time Matters software with enterprise-level protection.
- **Broad range of integrations including Microsoft® Outlook®.** Easily retrieve relevant client and matter data while remaining in Outlook® using the Time Matters for Microsoft® Outlook add-in. Leverage your existing hardware and software investments by integrating your Time Matters software with a variety of other LexisNexis® applications, legal billing systems, and standard office software and hardware.
- **Built-in security.** Help ensure there are no conflicts of interest in your firm’s matters with comprehensive search capabilities. Prevent unauthorized access and track change activities to preserve data integrity and safeguard your firm against malpractice claims.
- **24/7 remote and mobile connectivity.** Increase productivity away from the office and respond more quickly to client needs with the Time Matters Mobility service. Get key Time Matters information in real time and enter billable time and expenses as they occur from any web-enabled mobile device. Or, give attorneys and staff access to calendar and contact information on their mobile devices with support for Microsoft® Outlook® and Microsoft Exchange.



*"I consider Time Matters to be one of the most important tools in keeping my practice current and profitable. Thanks for a very good product and excellent support staff."*

– John Galligan  
Law Offices of John Galligan

Time Matters practice management software helps you centralize case and matter information, streamline internal processes and capture more billable time.

### Relationship matters: Contact, prospect and client management

*Time Matters helps you centrally manage client information.*

- Track all people and contacts related to your cases and your firm, such as prospects and vendors.
- Customize records to capture all pertinent information—work, home and email addresses; phone numbers; names of spouses and children; properties owned; and anything else a legal professional may need to know about a client.
- Control access to ensure data confidentiality and integrity.

### Organization matters: Project and matter management

*With Time Matters, all vital case information is always at your fingertips—whether you are in the office or on the go.*

- Access the rich context of Time Matters information from within Microsoft Outlook, making you more efficient.
- Save Microsoft Outlook emails and attachments as Document or Email records, or create a default setting to do it automatically.
- Manage communications, notes, documents, events and more.
- Utilize powerful search tools to retrieve details quickly and identify potential conflicts of interest.
- Save time finding client billing and payment information and improve client responsiveness with an at-a-glance overview of all of the client's information.

### Workflow matters: Docketing, calendaring and scheduling

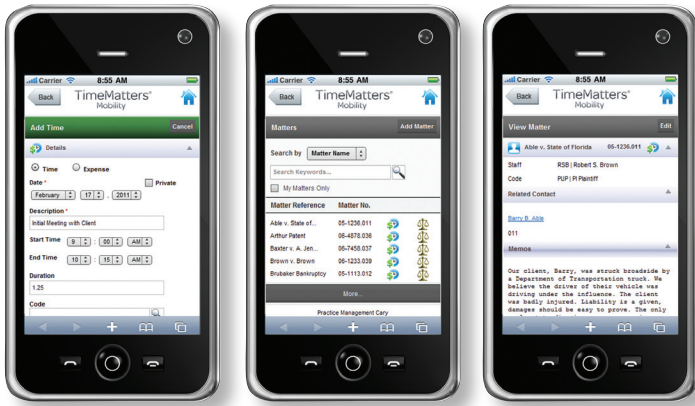
*Stay on top of deadlines, meetings and other tasks with the comprehensive alert and reminder system in Time Matters.*

- Use "chains," scheduling tools to link related activities and events into an automated workflow.
- Save workflows to apply proven processes to future matters.
- Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records.

### Document matters: Well-organized central repository and archive

*Time Matters dramatically reduces the paper cluttering your practice.*

- Retrieve documents in real time through the Time Matters Mobility service\*, without having to call the office.
- Create templates for frequently used documents to save time and allow staff to focus on higher-value tasks.
- Associate critical documents and emails with case and contact records to quickly retrieve pleadings, briefs, memos and more.
- Share confidential documents with clients and other authorized parties in the Time Matters Client Portal\*, while enjoying a level of security previously available only to the *FORTUNE*® 100.
- Save documents directly from a variety of standard office software products.
- Generate flawless client and court papers in seconds.



The Time Matters Mobility service enables you to centrally manage time entry and other matter-related data from the palm of your hand.

### Mobility Matters:

The freedom and power to practice in the palm of your hand

*Time Matters helps your firm convert downtime to productive time and continue billing hours when attorneys and staff are on the go.*

- Obtain matter, documents, client, calendar, note and task information in real time— without calling the office— through the secure, web-based Time Matters Mobility service.
- Enter time and expenses as they occur using the Time Matters Mobility service, to eliminate billing hassles at the end of the month.
- Access calendar and contact information from web-enabled mobile devices through secure integration with Microsoft Outlook and Microsoft Exchange.

### Your Time Matters:

The information you need—just the way you want it

Offering superior customization and integrations, Time Matters lets your firm tailor the workflow to meet your specific needs. Organize, access and view critical information in the manner that best suits the way your firm works.

Plus, Time Matters integrates with LexisNexis PCLaw®, LexisNexis Juris® software and many leading third-party billing, accounting and document management software applications and office hardware.

### Invoicing matters:

Time and expense capture

*Time Matters helps you recover billable hours and client expenses at risk of being lost to capture more revenue.*

- Document billable hours and client expenses using included timesheets, billing item forms, or timers. Apply hourly or flat-fee rates per client or matter.
- Reduce lost billable time with the Time Entry Advisor. View a single, chronological list of potential billable entries. Filter unbilled tasks by matter, client data, or activity type.
- Create and produce more accurate invoices on-demand to expedite payments and print bills for mailing.

### Optional Billing Matters® Add-On Software

*Available at an additional cost, Billing Matters software extends the billing capabilities provided in Time Matters and includes client trust accounting. Billing Matters software also supports:*

- Firm-defined task codes and up-to-date ABA litigation, project, activity, and expense codes.
- Retainer, one-time charge, flat-fee, flat-fee plus actual costs, contingency, maximum or minimum charges per bill and progress-based billing.
- Customizable invoices and approval workflows, ability to copy Bill Profiles, Bill Preferences, and Rate Tables for improved efficiency.
- Discounts, markups and adjustments.
- Pre-bill generation and email distribution of final bills.

### Your success matters:

Support options

*The Time Matters and Billing Matters Annual Maintenance Plan subscriptions bundle technical support, software upgrades, training, and access to the Time Matters Client Portal and Time Matters Mobility Service into a single package with predictable, annual costs.*

*Your subscription includes:*

- **Live answer technical support** from 8 a.m. to 8 p.m. ET, Monday through Friday
- **All new software releases** available during the term of plan.
- **The Time Matters Client Portal**, enabling secure online file sharing of documents, images and other files.
- **Online, self-paced OnDemand training courses.**
- **The Time Matters Mobility service**, featuring access to key Time Matters features from web-enabled mobile devices. (Available to customers on Time Matters 13 and newer versions).

Additionally, LexisNexis has an extensive partner network that your firm can rely on for consulting services, best practice implementation, advanced technical services and training.

## Active Practice



Wells H. Anderson specializes in Time Matters and Billing Matters software, offering customization, training and support via telephone, web conferencing, and training materials.

Platinum Certified in Time Matters Software and Winner of the Legal Technology Consultant of the Year Award for 2000 from TechnoLawyer, he is president of Active Practice.

Please call to find out how he can help you become more efficient and profitable with Time Matters Software.

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Click on this link

*Training and Customizing Time Matters*

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