

Amicus Attorney News

The Official Newsletter of Amicus Attorney

January
2003
Volume 1
Issue 1

amicusattorney.com

Welcome to the first issue of our new, monthly eNewsletter - Amicus Attorney News. Within this newsletter you will find useful product information, practical technology tips for your legal practice, spotlights on key features of Amicus Attorney and a whole lot more.

Amicus Attorney News is designed to be a valuable information source and to help you get the most out of the technology you use in your practice. The content has been contributed by legal technology professionals, Amicus Attorney certified consultants and Amicus Attorney product experts who have a vast understanding of the legal market.

Amicus Attorney News is sent directly to your inbox at the end of every month. We welcome your comments and content suggestions. Please send your comments to: marketing@amicusattorney.com. Enjoy!

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1. [What's New @ Amicus Attorney?](#)



We are happy to announce that Amicus Attorney Version 5.1.1 is now available. This update features several significant enhancements and new features. For complete details, please see our [What's New in 5.1.1](#) document.

Advanced and Client/Server Editions of Version 5.1.1 also include a FREE 30 day trial of Amicus Assembly - The Smart Way to Draft Documents.

Amicus Assembly Version 1.1

Amicus Assembly is advanced document generation that works seamlessly with your Amicus Attorney. From your existing data you can create documents in many formats including those for Word, RTF, PDF and HTML. There are also improvements for Corel WordPerfect® users,



Gavel & Gown Software Inc. is pleased to announce that Amicus Attorney Version 5.1.1 has been released.

Current Amicus Attorney Version 5.x users

[Update Now!](#)

If you'd like to upgrade to Version 5.1.1

[Upgrade Now!](#)



With the release of Amicus Attorney 5.1.1 comes the highly anticipated release of Amicus Assembly 1.1.- the powerful document assembly add-on to Amicus Attorney. Simplified template creation using the Developer Assistant makes Amicus Assembly 1.1 much easier to use.

[30-DAY
FREE TRIAL](#)

additional help options, and many new preference and settings options. Amicus Assembly Version 1.1 has been made easier to use and offers many new features and improvements including:

- New Developer Assistant for simplified template creation
- Additional resources for WordPerfect users
- New help tools and support guides

Version V customers wishing to update to Version 5.1.1 should contact their account manager at 1-800-472-2289 and arrange for a CD to be shipped to them. Updates are also available for download from www.amicusattorney.com.

Note: Download is only recommended for those with high-speed internet access.

Other new tools and improved features make this solution a must for all firms.

Legal Laugh

Add-On REPORTS

Amicus Attorney users can now purchase individual Add-On Reports. These are in addition to the many reports that already come with Amicus Attorney. Produce more graphical color reports on all areas of your practice.

Client/Server Edition users can also take advantage of Firm-Wide Reports to produce reports that pull from all of the users in the firm. Purchase just the reports that you need for your practice.

Reports are priced from \$49 - \$99/report.

[More Information](#)

2. You Have to Try This!

Practical Tips and Tricks from Amicus Attorney Certified Consultants



Tip #1:

The Tutorial Office - Learn About the Program Using Sample Data...

Use the Tutorial Office in Amicus Attorney to learn more about the powerful features of the product. The tutorial offices come filled with sample data, so you can make any changes you wish to existing information. When you leave the tutorial office, the data is automatically reset so it is ready for your next use. Experiment with the data, try new things, and know that none of your own information is affected.

To access the Tutorial Offices, go to: Office > Open Tutorial Office > and choose Tutorial with Sample Data. (When you are ready to return to your own office, go to: Office > Back to my Office)

Additional Help is available at any time while using a tutorial office. To access the help files, choose Help > Tutorial Office Help.

Use the existing Files for examples of how your client information can be recorded in Amicus Attorney. Do what you wish with each File, including viewing attached documents, looking at calendaring events, communications and more. A wealth of information is provided to give you the opportunity to experiment with all areas of the program. The Time Sheets module lists a number of time entries that have already been recorded for several Files. Click onto the statistics tab in the Time Sheets Module for some sample analysis of time tracking. The Library provides tutorial content to help you master this module that was new in Version V. One of the sections on the left is called "Library Tutorial", and you can choose "Working with the Library". The books displayed on the right will help with everything from understanding the Library concept, to the actual capture of information in the Library.

There are also Training Files available in the tutorial to explain how to utilize different parts of the program. Open your File Index and click on "Special". Each of the Files, their topic denoted in the File name, will help you with a different part of the program. The File Summary Brad Page for each File provides training information regarding each topic. For example, under the File named "Adding Messages Tutorial" you'll learn how to add Messages in the ComCenter and in the File "Save Precedent Tutorial" you'll learn about creating and saving precedents.

Give it a try and have fun learning new ways that Amicus Attorney can help your firm save time and money!

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Sheryl Cramer is an Amicus Attorney Certified Consultant and has spent more than a decade helping lawyers become techno. efficient, from setting up basic business practices needed to run a law practice to implementing profit- and time-maximizing technology tools such as Amicus Attorney.

YOUR LEGAL LAUGH...

The Ultimate Fantasy for Lawyers?

Fancy yourself a shrewd watcher of the Supreme Court? Then you'll want to play Fantasy Court, a new fantasy league in which you attempt to predict the outcome of Supreme Court decisions for fun and prizes. The site offers summaries of cases pending before the Court this term, and seeks your vote as to how they will be resolved.

Eligibility to play is limited to "licensed attorneys" "18 years of age or older." Has there ever been a licensed lawyer younger than 18? And what's with the limitation to licensed attorneys? Does guessing the outcome of Supreme Court cases constitute the unauthorized practice of law? And how come there's no eligibility exclusion for Supreme Court Justices?

I think this is a pretty cool idea, but I have a suggestion for the promoters, who have obviously invested a great deal of time, thought and money into the project: Cough up a few bucks for a Black's Law Dictionary! The choices for resolving each case are: "Unanimous," "Split Decision," and "Per Curium." Guys, it's "Per CuriAm."

www.fantasycourt.com

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3. **Spotlight On . . .**

Highlighting a Feature of Amicus Attorney

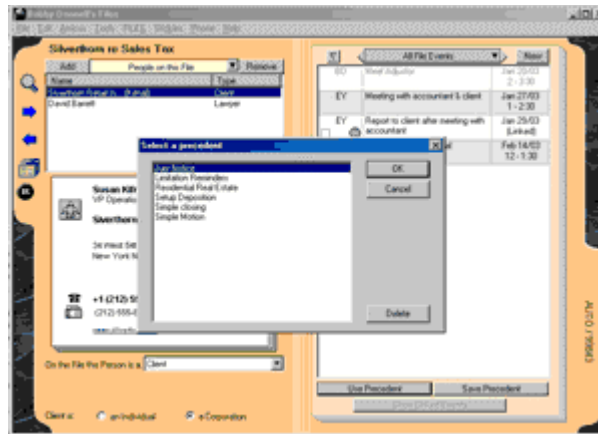


The Calendar: Linked Events and Precedents

The Calendar feature of Amicus Attorney helps you manage your day and stay in control of your time by organizing all tasks, deadlines and appointments in one integrated, easy-to-use system. With comprehensive scheduling and appointment reminders, you enjoy the peace of mind knowing that no appointment or To Do deadline will be

overlooked.

Did you know that you can also create your own Linked Events and set up Precedents so that you can save time entering To Do's related to certain cases or Files? Once you have created a series of To Do's, you can save those To Do's as a Precedent and later reuse that Precedent for similar cases. Linking these events make entering adjustments even easier. If you change the date of the master event, the dates of the dependent events change in your Calendar accordingly. There's no need to recalculate other dates manually.



zoom

You can link any number of dependent events to a single master event, or you can create a chain of Events, where A is dependent on B, which is dependent on C etc... The possibilities are endless. You can be sure you schedule all related events correctly, and everything will be moved for you if dates start to change.



Legal Technology Tips:

Tips from Legal Experts on How to Best Use Technology in a Legal Practice



Word® and WordPerfect® Document Tips

by Richard C. Belthoff, Jr.

Headers/Footers

Use the built-in functions in Word® and WordPerfect® to insert headers and footers instead of typing them by hand. If you type a header or footer by hand at the top or bottom of a page, you will have to move it by hand if the document changes. Also, if you or someone else prints the document on a different printer, the header or footer location will likely change and no longer be at the location you intended (it will often wind up in the middle of the page). Using the built-in header and footer functions in Word or WordPerfect ensures that text will flow automatically around a header or footer if changes are made to the body of a document or a different printer is used.

Dangling Headings

Section headings left alone at the bottom of a page look unprofessional. Both Word and WordPerfect include functions to "attach" headings to the subsequent paragraph so that if a paragraph moves to a new page, the heading moves with it. In Word, you can use Keep with Next or Keep Lines Together. In WordPerfect, you can use Block Protect or Conditional End of Page.

Widows/Orphans

Widows and orphans are single lines from multi-line paragraphs left dangling at either the top or bottom of a page. Word and WordPerfect can automatically adjust spacing to ensure that at least two lines appear at the top or bottom of a page if you turn on the Widow/Orphan function.

Hard Page Codes

You should never use hard page codes in Word or WordPerfect unless you are starting a truly new section of a document (and not just a new paragraph number). If you use hard page codes to adjust spacing issues (e.g., a few extra lines at the bottom of a page), and you send the document to someone else who will print it on a different printer, there will often be large blank spaces in the printed document because the hard page code will have moved to the top of a page instead of remaining at the bottom as you intended. If you need to make adjustments in your documents to keep text together at the top of a page, or to push lines at the bottom of a page to a new page, it is better to use the Keep with Next or Keep Lines Together functions in Word or the Block Protect or Conditional End of Page functions in WordPerfect.

Auto Paragraph Numbers

Instead of typing paragraph numbers by hand, you should use the automatic paragraph numbering features of Word and WordPerfect. If you do, and you have to add or delete a numbered paragraph, you won't have to manually change all of the now mis-numbered paragraph numbers and cross-references.

I also recommend that you use legal numbering (e.g., 1.1, 1.2, etc.) instead of outline numbering (e.g., 1, (a), (i), etc.). I often get large contracts that use outline numbering, and I'll often be in the middle of a hundred page document, with the current section labeled as "(p)", and I'll have to look back multiple pages to see if it's 42(p), 43(p), or whatever. If you use legal numbering (e.g., 42.16), your readers won't have to look back and will know exactly where they are in a document.

Cross-References

Word and WordPerfect include the ability to insert automatic cross-references if you use automatic paragraph numbering. You should use this feature to avoid having to manually change cross-references if a paragraph number changes.

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Compliments of:

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Richard Belthoff is a published author of several legal technology articles and is also in-house counsel for Wachovia Corporation. An accomplished writer, well known to the legal technology industry, Mr. Belthoff has written material for publications such as LJN's Legal Tech Newsletter and Law Office Computing.



FAQs - Frequently Asked Questions

Our Customer Service Team Provides Answers to Some Common Technical Questions



1. "User Already Logged In."

For Advanced and Client/Server Edition users.

When trying to start a Team Member's office, the user receives the following error message: "User already logged in."

1. This is caused when Amicus Attorney is not exited properly, or exits unexpectedly. This could be caused by a user turning off their computer without closing the program, a computer crash, or by network problems. In either case, a flag in the database indicates that the user is already logged in.

2. This could also be caused if two separate computers have installed the same user. (if this is the case, then it may be necessary to reinstall one of the workstations)

Steps to Resolve the Problem:

1. Reboot the problem workstation.

2. Try restarting Amicus Attorney on that workstation.

If the error persists, go to Amicus Administrator and check the User's Status (Click Users > User Management > Status) to see if the problem User is displayed as being logged-in.

If Amicus Administrator is still showing them as logged-in, then follow these steps:

I. Ask everyone to log out of Amicus Attorney, and then go to the computer where Amicus Administrator resides. Choose the following based on the operating system:

a. Windows 95 or 98: close Amicus Administrator and reboot the server.

b. Windows NT: close Amicus Administrator, then go to Start > Settings > Control Panel > Server > In Use, select 'login.fil' and then click Close Resource.
(If 'login.fil' does not exist, then you will need to reboot the Amicus Administrator computer.)

c. Windows 2000 or XP: close Amicus Administrator, then go to Start > Settings > Control Panel > Administrative Tools > Computer Management > Shared Folders > Open Files, select 'login.fil' and choose to disconnect it.
(If 'login.fil' does not exist, then you will need to reboot the Amicus Administrator computer.)

II. Once you have completed these steps, launch Amicus Administrator and check the Logged-in Status for the problem User. It should read "NO". Go back to the problem workstation, and log back into the Team Member's office.

2. A Backup Strategy for Amicus Attorney

For Advanced and Client/Server Edition users.

Amicus Attorney is the Law Office on Computer, so backing-up your data ensures that in the event of computer problems, you can easily regain access to your practice.

Follow these instructions after installing and licensing Amicus Attorney V Advanced or Client/Server Edition. These steps will ensure that in the event that you ever have to reinstall Amicus Attorney, your data can be easily restored. A reinstallation could be necessary following hard drive corruption, a server or workstation crash, or network problems. These instructions will guide you through the back-up of essential files and folders that would be necessary for a reinstallation.

Steps to Resolve the Problem:

When you install the Amicus Administrator, you are creating the Team50 folder that contains all the files and folders required to run Amicus Attorney, as well as the main database and license file required to access data.

Within the Team50 folder (located under 'C:\Program Files' by default), the following three components are essential for restoring your Team data:

- 1. Ateam.ldf file:** This file is located in the Team50 folder. This is the License file that grants Users access to their Amicus Attorney Team Member Offices as well as information in the Team Database. This file needs to be backed up any time you introduce or remove a Team Member from the Team. (Version 5.1.1 ensures that this file is backed-up though Amicus Administrator when selecting Database > Backup.)
- 2. Amicus.db file:** This file is located in the Team50\Database\ folder, and it contains all of your Team information and settings. It is recommended that you back up this file regularly from Amicus Administrator by selecting Database > Backup.
- 3. Template folder:** This folder is located in the Team50 folder. It contains all of the Master Document templates that came with Amicus Attorney, as well as any custom Master Document templates or Crystal Reports that were created by users in the firm. These templates are essential for generating documents from Amicus Attorney. This folder should be backed-up when new Master Document templates or custom Crystal Reports are created.

Implementation Strategy:

1. On the desktop of a computer not running Amicus Administrator, create a folder and title it, "Amicus Team Backup".
2. Once you have installed/upgraded to Amicus Attorney (i.e., have installed/upgraded Amicus Administrator and all Team Member Offices, and licensed all users), have everyone log out of their Team Member Offices, and close the Amicus Administrator, then copy and paste the following into the newly created "Amicus Team Backup" folder:
 - a. Team50\Ateam.ldf file.
 - b. Team50\Database\Amicus.db file.
 - c. Team50\Template folder.

Additional files to be backed up:

- d. Team50\AMICUSASSEMBLY\Applications folder. - Amicus Assembly Templates
- e. Team50\ARCHIVE folder. - Archives
- f. Team50\AVAILABLEPRACTICEPACKS folder. - Practice Packs

Other Considerations:

1. Every night, week, or upon any other time frame you decide, you should update the copy of the **Amicus.db** file in the "Amicus Team Backup" folder. Keeping more than one copy provides more options if restoration is necessary.
2. Every time you create a new Master Document or a Custom Crystal Report, you should update the copy of the **Template** folder in the "Amicus Team Backup" folder.

3. Every time you add or remove a Team Member from your Team database, you should update the copy of the **Ateam.ldf** file in the "Amicus Team Backup" folder

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