Amicus Attorney News

The Official Newsletter of Amicus Attorney

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Issue 1

1. What's New at Amicus Attorney?
2. You Have to Try This!
   Practical Tips and Tricks from Amicus Attorney Certified Consultants
3. Spotlight On ...
   Highlighting a Feature of Amicus Attorney
4. Legal Tips
   Tips from Legal Industry Experts on How to Effectively Manage Your Practice
5. FAQs - Frequently Asked Questions
   Our Technical Support Team Provides Answers to Some Common Technical Questions
6. Amicus Attorney Premier Consultants
   Training and More!
7. Events
   Watch for Amicus Attorney at these events.

1. What's New at Amicus Attorney?

Amicus Attorney will once again be attending LegalTech New York – January 31 to February 2, 2005 at the Hilton Hotel and Towers in New York City. This three day CLE and exposition is one of the largest legal technology events in North America.

Amicus Attorney will be exhibiting from booth # 2105 & 2107.

Planning on attending the show? Download a complimentary pass here for 3 keynote sessions, 3 full days of exhibits and all educational programs in the Emerging Technologies Track.

FREE EXHIBIT HALL PASS HERE

For more information on LegalTech New York visit: www.legaltechshow.com

We hope to see you there!

2. You Have to Try This!

Practical Tips and Tricks from Amicus Attorney Certified Consultants

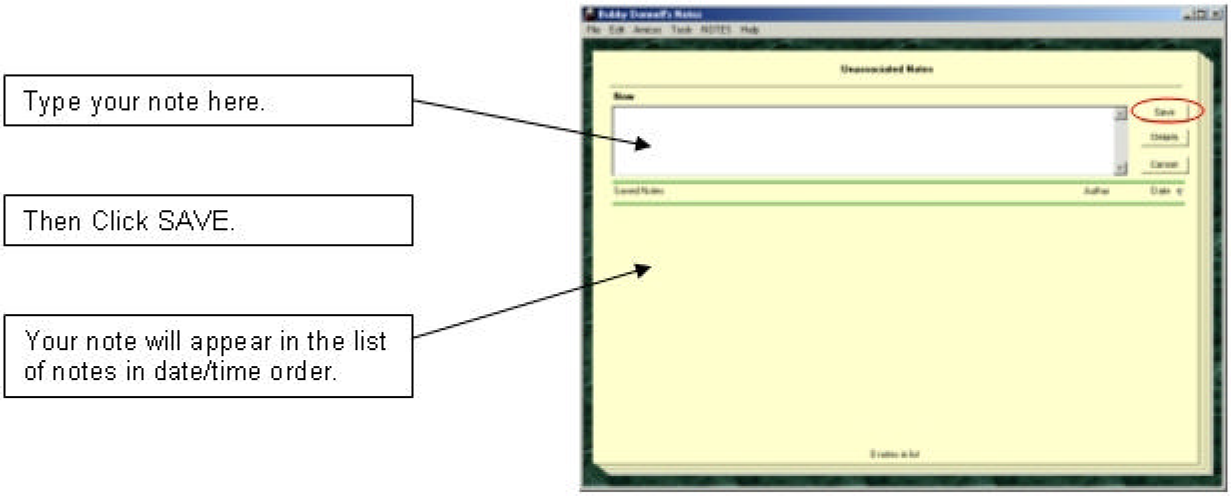
top

By: Steven J. Best, Esq. of Best Law Firm Solutions

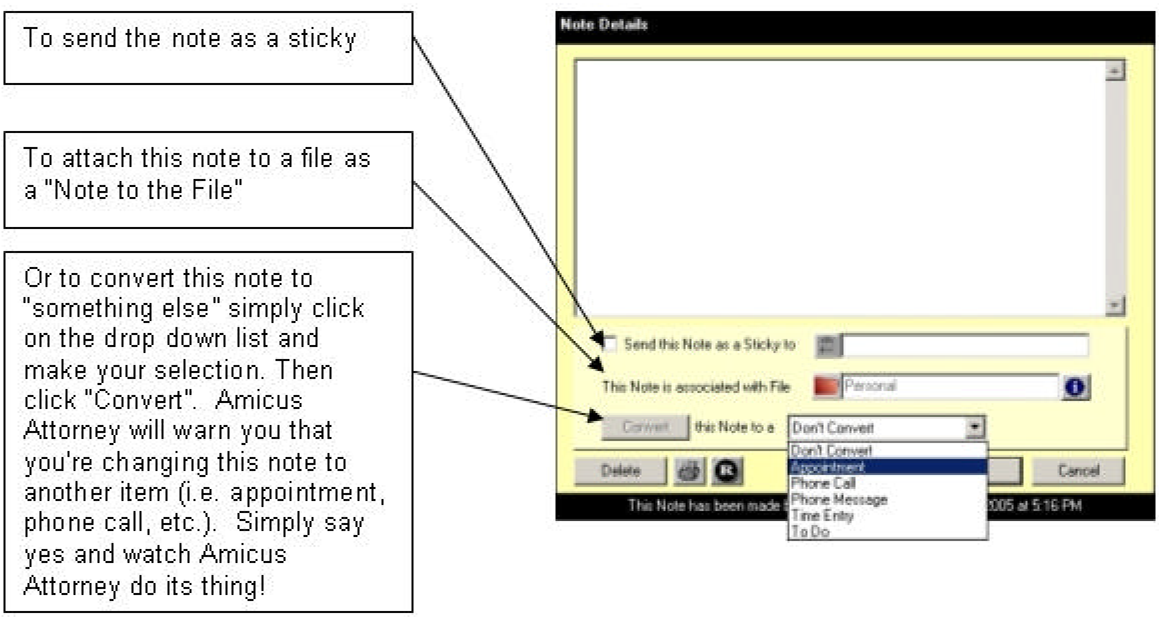
THE GENIUS OF NOTES!!!!

For those of us that are not terribly talented or adept with our computers, Amicus Attorney sure makes it easy to keep information at our fingertips. You would think that they couldn't possibly make this program any easier. However, just don't underestimate them! Now, with the addition of NOTES in Amicus Attorney V+, look how much easier it is now!

Think of the NOTES module as your electronic legal pad. There is no need to think about which "module" you should put your thoughts into. Simply go to NOTES, and type. It's just that simple! Put your phone calls, messages, thoughts, time entries, tasks, etc. into NOTES and then convert later.



Later, when you have a moment to breathe, simply go back to your notes, double click on each one and then convert it to a sticky, an appointment, to-do, phone call, phone message, time entry, or simply attach it to a file as a "note to the file". To accomplish this extremely easy task simply double click on the note and you will see the following:



How often do you think - "I've got to make a note to the file?" Now, Amicus Attorney puts that thought process into its case management product and truly keeps information and notes at our fingertips.

<u>About the Author:</u> Steven J. Best, Esq., is the president and founder of Best Law Firm Solutions, Inc., an Amicus

Attorney Premier Consultant company. The premier status is awarded to select Amicus Attorney consultants that have consistently demonstrated expertise in the software and it's customization to various law office environments. Best Law Firm Solutions is also a premier dealer of PCLaw/PCLaw Pro, certified consultant for Worldox/Worldox WEB and also sells and supports HotDocs/HotDocs Pro, Paperport, Microsoft Office, and Corel Word Perfect and provides trial, mediation, and arbitration presentation consulting services. For more information about products, services and/or support from Best Law Firm Solutions, Inc., please call 770-998-3800 or visit their web site at www.bestlawfirm.com.

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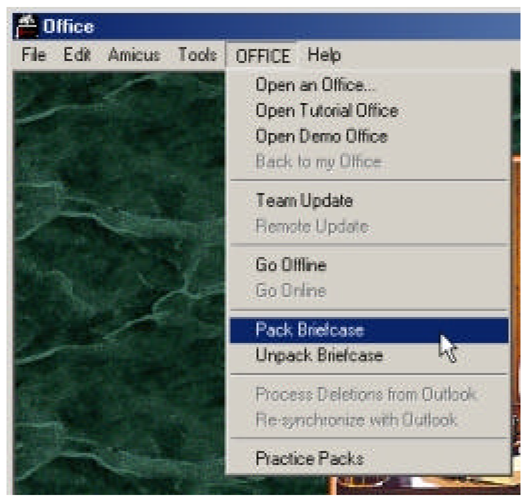
3. Spotlight On ...
Highlighting a Feature of Amicus Attorney

top

The Secondary Office
(available to Amicus Attorney V - Advanced and Client/Server Edition users)

The Secondary Office provides Team Members with the ability to access their Amicus Attorney information from a remote site. Regardless of a firm's size, remote access is in high demand and Amicus Attorney offers a unique solution. Whether a firm's lawyers or staff members are away traveling on business, working at home, or situated in another remote location, Amicus Attorney provides the answer to a law firm's remote-access requirements.



The initial time you use your Secondary Office, you must first "pack" your Amicus Attorney Briefcase before leaving your Primary Office. Once you are at your Secondary Office, you will need to install the Secondary Office application Files by using the Amicus Attorney V installation CD.

- *Note: You need only install your Secondary Office application Files ONCE at any secondary site. Once you have installed your Secondary Office application Files, you may "unpack" your Briefcase and work on your current Amicus Attorney Team Member data.*

Briefcases may be generated and transferred between the primary and the secondary location, such as one's home. As an Amicus Attorney Team Member, you can unpack the data from your Briefcase to work at the secondary location. Once your work is complete, you can pack a Briefcase to return to the main Office where you may proceed to unpack and merge with the Team database.

It is very important that you always remember to "pack" your Briefcase before leaving either your Secondary or Primary Office location in order to ensure that you have your most current data.

Client/Server Edition users have the added advantage of the Remote Update feature, which allows them to update their Amicus Attorney database from the secondary location, either by using Microsoft Windows Dial-up Networking or through a correctly configured TCP/IP network connection.

- *Note: In order to unpack an Amicus Attorney Briefcase, both locations must have the same version of Amicus Attorney installed. For example, if you have upgraded from Amicus Attorney V 5.0.1 to Amicus Attorney V+ 5.5.1 at your Primary Office, you will need to update your Secondary Office installation to 5.5.1 as well. For more information, please see Installing/Upgrading the Amicus Attorney Secondary Office Application Files.*

Packing your Briefcase
Before you install your Secondary Office application files at your secondary office, you must first pack a Briefcase

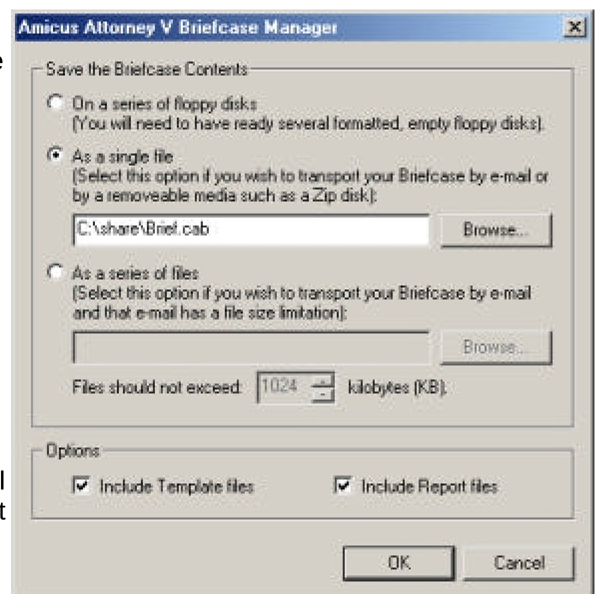
at your Primary office. This spotlight will focus on Packing & Unpacking your briefcase sent by e-mail, but there are several methods for transporting your Amicus Attorney Briefcase:

- By a single e-mail attachment
- By a series of e-mail attachments
- By a series of floppy disks*
- By a ZIP disk (or similar media)*
  **For details on how to pack your briefcase using a series of floppy disks or by zip disk, please see the online user guide.*

(The instructions below also apply to packing your "Briefcase" at your secondary office to transfer back to your primary office.)

1. Launch Amicus Attorney.
2. From the Office module, select the OFFICE menu and ensure that you are working Online (the "Go Online" option should be grayed out).
3. From the Office module, select the OFFICE menu and choose Pack Briefcase.
4. The Amicus Attorney Briefcase Manager dialog appears.
5. Before you begin packing your Briefcase, activate the Master Document Template file checkbox and/or Report files checkbox if you wish to include them in your Briefcase.

If you are transporting your Briefcase as a single file via e-mail:
(If your provider imposes a limit on your e-mail attachments, you may be required to save your Briefcase as a series of files and send each file in individual e-mail messages. If you are required to save your Briefcase as a series of files for sending by e-mail proceed to - "If you are required to save your Briefcase as a series of files for transporting by e-mail")



1. From the Briefcase Manager dialog, activate the "As a single file" radio button and click the Browse button. The Save Briefcase As dialog appears.
2. Specify the folder in which you wish to save your Brief.cab file.
3. In the Save Briefcase As dialog click Save – saving the Brief.cab file to the folder that you have specified.
4. Click OK, Your Briefcase begins packing. A Brief.cab file will be created.
5. Launch your e-mail program and create a new message.
6. Insert the Brief.cab file into the e-mail message.
7. Click Send to send the Brief.cab file to your e-mail address at your secondary office. Once you are at your secondary office, open the e-mail message that contains the Brief.cab file and save a copy of the file to a folder on the hard drive of the computer at your secondary office.

If you are required to save your Briefcase as a series of files for transporting by e-mail:

1. From the Briefcase Manager dialog, activate the "As a series of files" radio button.
2. Specify the maximum size of your Briefcase in kilobytes and click the browse button. The browse for Folder dialog appears.

3. Specify the folder in which you wish to save your Brief*.cab files.
4. Click OK in the Browse for Folder dialog (saving the Brief*.cab files to the folder you have specified). The specific
5. Click OK in the Briefcase Manager dialog. Your briefcase begins packing. A series of Brief*.cab files will be created.
6. Launch your e-mail program.
7. Create a new e-mail message.
8. Insert a Brief*.cab file into the e-mail message.
9. Click the Send button to send the file to your e-mail address at your secondary office.
10. Repeat steps 7-9 for every Brief*.cab file that you need to send. Once you are at your secondary office, open the e-mail messages that contain your Brief*.cab files and copy and paste the files to a folder on your hard drive.

Note: If any of your Brief.cab files are missing, DO NOT ATTEMPT to unpack your briefcase.*

Installing the Secondary Office Application Files:

After having packed your briefcase at your Primary Office location using one of the methods above, you need to install your Secondary Office application files on the secondary office computer using the Amicus Attorney Installation CD.

- Go to your secondary office workstation.
- Insert the Amicus Attorney Installation CD into the CD-ROM drive of the computer or laptop on which you wish to install your Secondary Office team member.
- The set-up program should start automatically. If it doesn't, click the Start button and select Run. In the Run dialog type the following: [drive letter]:\Setup
- The Welcome screen appears. Select the Secondary Office installation option. Follow the prompts to install your Secondary Office team member.
- Once your Secondary Office team member is installed, an Open Briefcase dialog appears from which you may unpack the Briefcase you packed earlier back at your primary office.

Unpacking a Briefcase
Note: You must ensure that both the primary and secondary office locations have the same version of Amicus Attorney installed.

Once you have transported your Briefcase to your Amicus Attorney Secondary Office, you may now unpack your Briefcase and update your Amicus Attorney data at this location. There are three ways of unpacking and applying your data:

1. from a Briefcase sent by e-mail
2. from a Briefcase brought by a series of floppy disks
3. from a Briefcase brought by the ZIP disk (or similar media)

(The instructions below also apply to unpacking an Amicus Attorney Briefcase at your primary office.)

If you transported your Briefcase via e-mail:

1. Launch your e-mail program and locate and open the message(s) that contain your Briefcase (Brief.cab or Brief*.cab files).
2. Copy the cab files from the message(s) and paste or save the file(s) to a folder on your hard drive.
3. Launch your Amicus Attorney Secondary Office

4. From your Amicus Attorney Office module, select the OFFICE menu, and choose Unpack Briefcase. The Open Briefcase dialog will appear.
5. Locate and open the folder in which you saved your Briefcase.
6. Highlight the Brief.cab or Brief*.cab files and click Open.
7. Your Briefcase begins unpacking.

4.) Legal Tips

Tips from Legal Industry Experts on How to Effectively Manage Your Practice

top

Marketing Our Firms On a Daily Basis
By Nancy Byerly Jones

Warning: The Easy Way Out May Backfire

One day a farmer's donkey fell down into a well. The animal cried piteously for hours as the farmer tried to figure out what to do. Finally he decided the animal was old and the well needed to be covered up any way. Bottom line - it just wasn't worth it to retrieve the donkey.

He invited all his neighbors to come over and help him. They all grabbed a shovel and began to shovel dirt into the well. As soon as the donkey realized what was happening he cried horribly.

Then, to everyone's amazement, he quieted down. A few shovel loads later, the farmer finally looked down the well and was astonished at what he saw. With every shovel of dirt that hit his back, the donkey was doing something amazing. He would shake it off and take a step up. As the farmer's neighbors continued to shovel dirt on top of the animal, he would shake it off and take a step up. Pretty soon, everyone was amazed as the donkey stepped up over the edge of the well and trotted off.

Life is going to shovel dirt on you - all kinds of dirt. The trick to getting out of the well is to shake it off and to take a step up.

Each of our troubles is a stepping stone. We can get out of the deepest wells just by not stopping, never giving up! Shake it off and take a step upward!

Feeling a Bit Buried Yourself?

How often do you feel buried up to your you-know-what as a practicing lawyer? All too frequently is a typical answer. Overcrowded calendars and caseloads leave little room for a lot of other things the small firm would like to be doing including marketing its services more actively. This month’s column focuses on how marketing can be done on a shoestring budget and on a regular, daily basis.

Marketing Is Not A Four Letter Word

While larger firms often have the luxury of full time marketing personnel to attract certain types of clients and cases, the small firm lawyer is her firm’s marketing department along with her many other titles (e.g. the buck stops here person, maintenance and repair person, substitute receptionist as needed, garbage remover, etc.). Furthermore, when lawyers think of marketing, yellow page or television ads are often envisioned and the next train of thought centers around the high cost of this form of advertising.

The negative connotation of the word itself is yet another challenge for consultants like me who are attempting to motivate their lawyer clients to take marketing seriously. Many attorneys consider marketing as synonymous with having to spend lots of money and with sleazy lawyer ads. No doubt, some legal marketing ads are less than tasteful and some marketing plans do indeed come with a big sticker price.

Marketing is no longer an exclusive tool of larger firms nor is it a concept we can ignore and discount as an unnecessary expense. Every firm from the solo to the biggest conglomerate must effectively market itself in today's competitive and ever-changing legal market. So, how can the smaller firm do this without breaking its budget or adding more time to its already crowded days?

Day to Day Marketing

We need to identify and make sure we are taking advantage of the many ways we can be marketing ourselves and our firms on a daily basis. This does not mean that bigger, more formal marketing steps shouldn't be considered if and when appropriate and budgets allow.

Featured below is a checklist of small marketing steps that can be easily incorporated into the busy lawyer's and his staff's days. Hopefully, readers will find many of these worth giving a fair trial.

A Few Low Budget Marketing Suggestions

1. Make doggone sure the right person is greeting your visitors and answering your phones! Our receptionists are our first impression, front door marketing ambassadors and it is foolish to not have a properly trained and people oriented employee in such an invaluable position.
2. Ensure someone from your office returns all calls promptly; existing clients deserve it and prospective clients can be won or lost by the timing of your return calls. A comprehensive and well chosen case management system will prove invaluable with phone call documentation, to do reminders and overall organization of your clients' files.
3. Start out each and every client relationship with a productive initial consultation and a written engagement agreement that clearly spells out the terms of the attorney-client relationship – excellent communication – verbal and written - is one of the primary foundation blocks of client retention and client referrals.
4. Enclose one or two client feedback/survey questions with other correspondence being sent to your clients; explain how valuable their feedback is to you and the firm; and make it easy for them to reply by putting your questions and space for answering on a self-addressed, stamped postcard. In the alternative, ask clients and others you speak with by phone and/or are communicating with via email to give you feedback on one or two specific questions (e.g. How are we doing in keeping you informed in a timely manner? Do you always receive a warm and courteous greeting when calling our office? How can we serve you better? Any services we don't offer that you wish we did?)
5. Whenever possible, complete client matters ahead of schedule; they will be most grateful and most impressed with your services.
6. Send a congratulatory note or card when you hear or read of achievements of another attorney, a client or one of your vendors.
7. Make your voice mail greetings friendly, professional and enthusiastic.
8. Consider creating "mail boxes" that callers can log into for general information about your different practice areas, court procedures, directions to your office, etc.
9. Make sure your staff understands the firm's mission and their role in helping you in your marketing efforts. Have business cards made for them and teach them when it is and is not appropriate to give to prospective clients or referral sources.
10. Do not tolerate employees who talk rudely to callers or visitors; regardless of their years of experience or incredible expertise in certain areas, such a person is poison in disguise to your

marketing and good will efforts.

11. When budget permits, offer to pay for the printing of team schedules for youth rec leagues and the like. Most everyone puts these schedules on their refrigerators for easy viewing. With your firm's name prominently centered at the bottom of the schedule, the day to day exposure will be multiplied many times across town.
12. Have pens imprinted with your firm name for giving to clients and others. My law firm pens have brought many smiles to my clients and visitors as they portray a prisoner in his jailbird suit with the statement: "This pen has been stolen from the Law & Mediation Offices of Nancy Byerly Jones."
13. Create a slogan for your firm and include in on your letterhead, faxes and emails (e.g. my consulting firm slogan is: ~ A Team of Professionals Helping Clients Build Success Stories That Last ~)
14. Ensure morale stays steady and upbeat at your office. Chronic morale problems lead to disgruntled employees whose friends and family are more than likely made aware of their job woes (This is negative marketing at its worse when our own employees are talking us "down" within our communities!).
15. Consider holding annual or semi-annual firm-wide retreats. These don't have to be held at expensive, exotic places, but I do recommend you meet at a location other than your office (perhaps a local hotel's conference room). These events are excellent opportunities to re-group the team, to share ideas and brainstorm new policies and procedures and to offer mini continuing education courses on relevant matters.
16. Create a website that offers your visitors more than an electronic business card; include articles of interest regarding your different practice areas; have a page for client suggestions and other feedback; include links to other community websites that may be of interest to your clients.
17. Send file closing letters at the end of clients' cases; they are a great way to document the end of your attorney-client relationship, to thank your clients again for the opportunity to assist them and to remind them you stand ready to help again in the future if needed (assuming, of course, that you do want them back!)
18. Do press releases to local and other publications about employee and firm achievements and activities.
19. Speak to school and community groups on areas within your realm of expertise.
20. Network by joining professional and local organizations or volunteer efforts in whose mission you believe and regarding community goals in which you would like to offer your support.
21. When asked if you are busy, don't talk about how exhausted you are and how crazy it is at your office; most everyone is busy these days for different reasons and they sure don't need to listen to our moaning and groaning. Instead, let folks know that while you are blessed with lots of business, you always welcome new opportunities to assist people.
22. With number 21 in mind, also be wise enough to know when your plate is so full that you need to hold off accepting any new clients for a while. Having more clients than you can serve in a timely and excellent manner begs for problems including negative marketing, malpractice claims and ethical grievances.
23. Take care of yourself! An out of balance and under-exercised attorney is a burnout disaster waiting to happen. When at our best thanks to healthy diets, exercise and adequate rest, we are far more productive. Likewise, our work product will be far better. The fanciest marketing efforts in the world won't help us out if we repeatedly fail to produce a quality work product for our clients.
24. How does your office location and general makeup help your marketing efforts? For example, if you want more elder law cases, is your office located in an area with easy access, ample parking and near bus routes or subway stations? Do you offer big print magazines, ample lighting and appropriate seating in your reception area? Everyone who works for us, every piece of correspondence and the physical makeup of our offices all reflect an image about us and our firms.
25. Look for ways to go the complimentary, extra mile for your clients. Visit your corporate clients' places of business once per year to learn more about their world. If you practice domestic law, offer your clients a list of community resources that may be of value to them during their transition from married to single life (e.g. counselor names, information regarding support groups, children's programs, etc.).
26. Make visitors to your office feel as welcome and comfortable as possible. Be on time for your

appointments. Ask clients ahead of their scheduled appointments if they prefer decaf or regular coffee, tea or soda. These may sound like silly recommendations, but while clients are not experts perhaps at brief writing, they are all experts when it comes to knowing how they want to be treated. When treated with respect and kindness, they are most appreciative. When treated as if their time is not as valuable as yours or as if you are rushing them through an appointment, client resentment grows. They may not voice their concerns and most do not, but they also will absolutely not refer others to you. Client referrals play a huge part in bringing business to our firms. Anything and everything we can do to improve client relations should be done and we should never be satisfied that we have done enough. There is always room for improvement when it comes to client service and the like.

27. Make sure your clients hear from you or your office on a regular basis. Even when their cases are in an inactive mode, call them or write them a short letter to touch base at least every six weeks or so. Clients need to know you are there and haven't forgotten them. Like our employees, they need to feel valued and that means we should always be striving to maintain excellence when it comes to our client communications efforts.
28. Remind your employees to ask themselves these questions each day: "How would you want to be treated and what kind of work ethic and quality would you expect if you were the client?"
29. Send clients cards on their birthdays or special anniversaries (e.g. on the day their patent was issued or trademark granted, the date of their business incorporation, etc.)
30. And last but definitely not least, never ever fail to thank your referral sources appropriately. This can range from sending out handwritten thank you notes to fancy appreciation meals and all sorts of thank you efforts in between (e.g. flowers, fruit or goodie baskets for the entire office, gift certificates and thank you phone calls). Do not take your referral sources for granted. Let them know you sincerely appreciate their referrals and when appropriate, send some clients their way as well.

And also ….

Before implementing any of these steps in your practice, I also strongly recommend that you:

- take the time to identify your goals with clarity and simplicity (we sure can't get "there" unless we know where we are heading!);
- list the steps you and your staff need to take in a simple written marketing plan so you will have the benefit of a quick cheat sheet/road map to keep you on the right track; and finally
- make a steadfast commitment to stick with your plan regardless of how many obstacles (e.g. red herrings!) you may face along the way.

Capitalizing on the Wisdom of the Ol' Donkey

All the suggestions listed in this column are small steps when singled out one by one. As a group, however, they are powerful allies when it comes to helping us reach our ultimate marketing goals. Marketing can indeed be effectively, economically and successfully incorporated into the small firm's busy days. Like the ol' donkey, however, we must be wise enough to recognize the need for it, savvy enough to see how simple the solution can be and determined enough to make it happen.

About the Author: Nancy Byerly Jones (nbj@nbjlegal.com) practices law and mediates and arbitrates cases. She also works with lawyers and staff as a law office management consultant, retreat facilitator, coach and mediator. She and her husband reside on their mountainside horse and donkey ranch in the northwestern mountains of North Carolina and she will be the first to tell you that donkeys are indeed incredibly smart creatures. Nancy is a regular contributor to Lawyers Weekly USA where a slight variation of this article was first published in December 2004.

5. FAQs - Frequently Asked Questions

Our Technical Support Team Provides Answers to Some Common Technical Questions

top

You cannot go online because there is no connection to the server

Issue:
When you launch your Amicus Attorney Office, you receive the following message: You are currently running offline. When you try to "Go Online" you receive the following message: You cannot go online because there is no connection to the Server. *(relevant to Amicus Attorney Version 4 and Amicus Attorney V users)*

Cause:
The drive that was mapped from the Team Member workstation to the Server hosting the Team database has been disconnected, OR the TCP/IP configuration has been changed.

Solutions:
Re-map the disconnected drive, OR
Confirm your TCP/IP settings (for Client/Server Edition)

<u>A. If the mapping has been disconnected:</u>

Determining the drive you need to map:

1. From a Team Member workstation that is not experiencing the error, go to Start > Run and type in C:\Windows\Aa*0.ini. Click OK.
   The Aa*0.ini file appears in Notepad. Scroll down until you find the [Paths] section.
2. Note the ServerAmicusPath (e.g., K:\Program Files\Team*0), and close the file.
3. From the desktop, double-click on My Computer and note the name of the drive letter (e.g., "C on 'AmicusServer' [K:]").

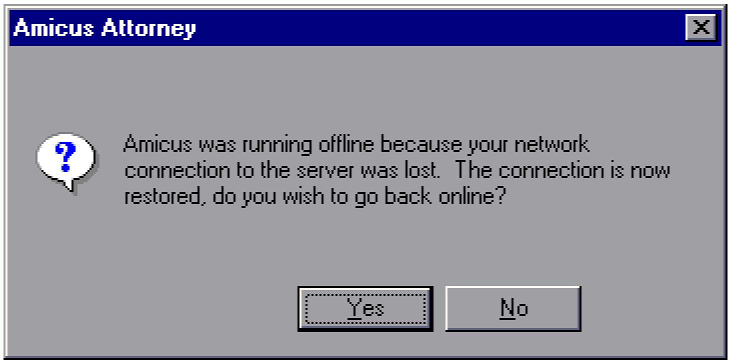
Mapping the drive:

From the Team Member workstation experiencing the problem, repeat steps 1-3.

> *Note: The ServerAmicusPath may read the same (e.g., K:\Program Files\Team*0), or it may begin with a different drive letter (e.g., J:\Program Files\Team*0). The drive letter is important as it is used to identify the mapping to the computer hosting the Server from the Team Member workstation that is experiencing the problem.*

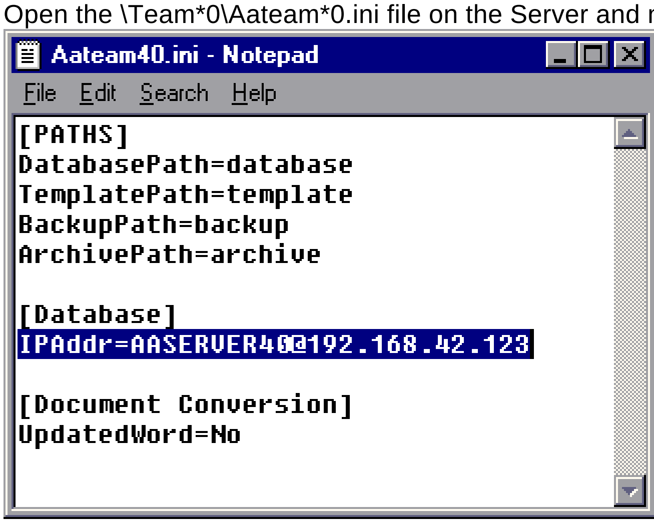
- Double-click on My Network Places (or Network Neighborhood if using Windos 9x or NT), and then double-click on the computer hosting the Team*0 database folder (i.e., the computer hosting the Server).
- Right-click on the proper shared folder (in the above example, "C") and choose Map Network Drive.
- In the Map Network Drive dialog, choose the drive letter which was designated in the ServerAmicusPath in the Aa*0.ini file (i.e., the path to the Server from the problem Team Member workstation) and ensure that the "Reconnect at Logon" checkbox is activated. Click OK.
  *Note: For more information on mapping a network drive, see the article **How do I Map a Network Drive?** in the online searchable knowledgebase.*
- Close all open windows and launch Amicus Attorney.

You should receive a message stating you were offline but now the connection to the Server has been restored. Click Yes.



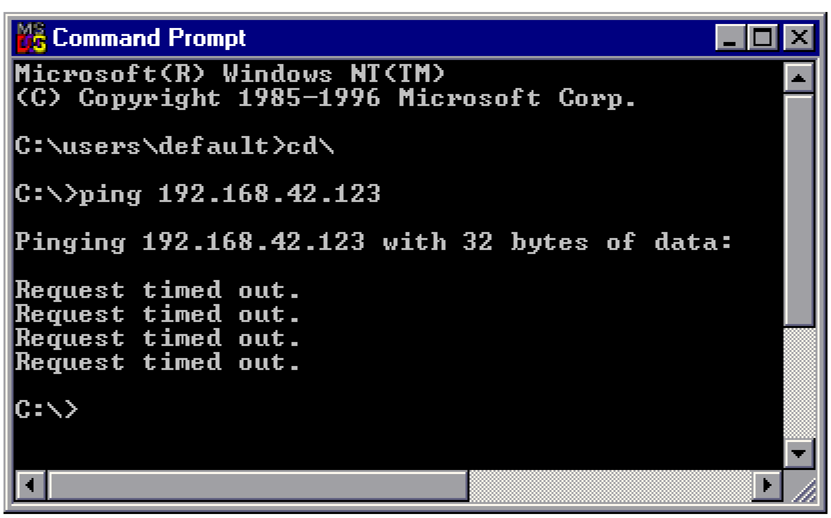
B. To confirm that there is a problem with the TCP/IP configuration (Client/Server Edition only):

1. Open the \Team*0\Aateam*0.ini file on the Server and make note of the IP address number in this file.



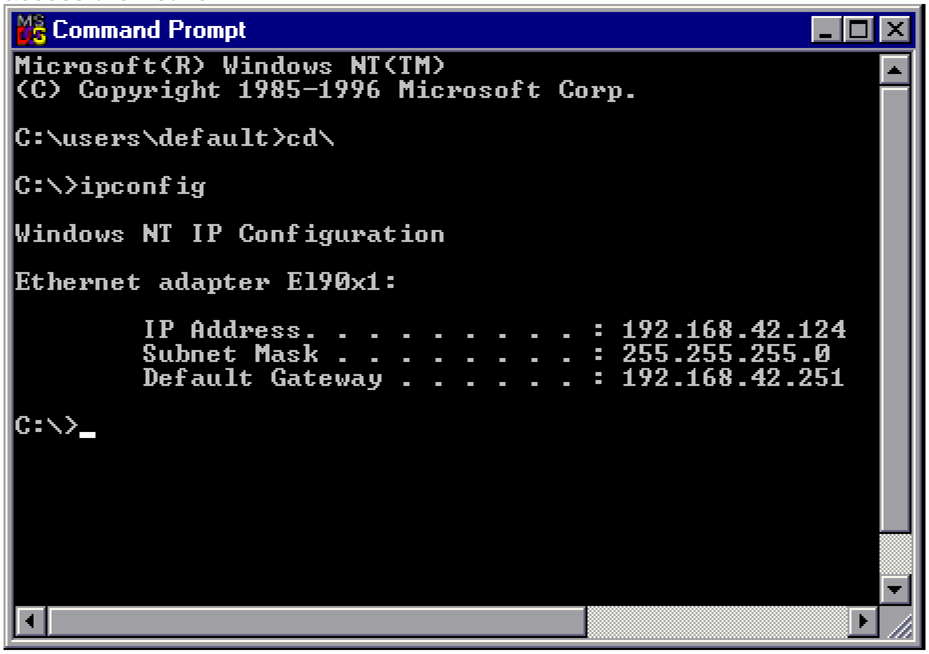
2. From the Team Member workstation experiencing the problem, click the Start button, choose Run, type 'cmd' Click OK. Attempt to "ping" this IP address number by typing ping [IP Address] in the Command Prompt. (e.g. ping 127.0.0.1)

If there is a problem, then it will either report that it cannot establish a connection or it will read: "Request Timed Out," as illustrated below:

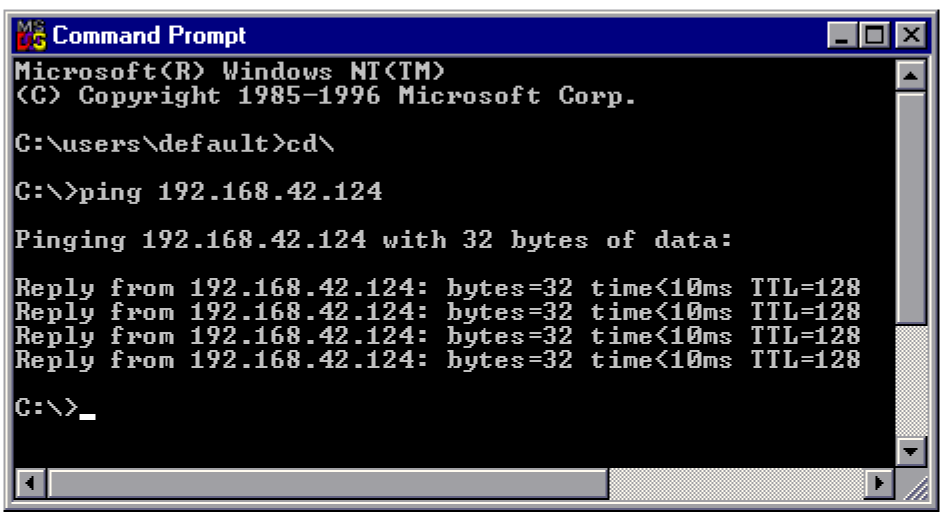


To check the IP address of the Server; from the Server:

- click Start, select Run, type 'cmd' click OK.
- In the Command Prompt screen, type IPCONFIG and press Enter.
- Your screen lists the IP address, Subnet Mask, and the Default Gateway assigned to the computer to access the network.



Make sure that the IP address you receive here, matches the IP Address found in the \Team*0\Aateam*0.ini file on the Server computer. If the IP Addresses do not match, then attempt to "ping" the new IP Address. The following screen should appear:



If the above screen appears, then make the correction to the Team*0\Aateam*0.ini file on the computer hosting the Server and launch the Amicus Attorney Team Member Office.

If the error persists, please contact your Network Administrator to re-evaluate your network configuration and attempt again.

YOUR LEGAL LAUGH

Your monthly dose of humor...

A defendant in a lawsuit involving large sums of money was talking to his lawyer. "If I lose this case, I'll be ruined!"

"It's in the judge's hands now," said the lawyer.

"Would it help if I sent the judge a box of cigars?"

"No! The judge is a stickler on ethical behavior. A stunt like that would prejudice him against you. He might even hold you in contempt of court."

Within the course of time, the judge rendered a decision in favor of the defendant. As the defendant left the courthouse, he said to his lawyer, "Thanks for the tip about the cigars. It really worked!"

Confidently the lawyer responded, "I'm sure we would have lost the case if you'd sent them."

"But I did send them.", replied the man.

"What?" shouted the lawyer?

"I sure did, that's how we won the case... good thing I remembered to enclose the plaintiff's business card."

Compliments of: www.comedy-zone.net.

6. Amicus Attorney Premier Consultants

Training and More!

top

Amicus Attorney Premier Consultants are professionals who are nationally qualified to sell and install all Amicus Attorney products and to provide their customers with on-site training and support.

Training Programs Offered by our Premier Consultants:

Here are a few of the training sessions being offered by some of our Premier Consultants.
For more information or to register for a class, please contact the consultant firm directly.
All times listed in ET unless otherwise indicated.

CD-ROM TRAINING

2b1, Inc.
San Francisco, CA
415-284-2221
www.2b1inc.com

Amicus Attorney V Basic Training: PC Desktop training for the Amicus Attorney user. Easy-to use and easy-to-follow animation covers the most used features of Amicus Attorney V.

For more information, visit their web site: www.2b1inc.com/t_products.htm

ONLINE TRAINING

ProBill Law Firm Solutions
Boca Raton, FL
800-299-9177
www.probill.net
administration@probill.net

For more information, contact ProBill Law Firm Solutions via e-mail or phone.

Special training on the new features in Amicus Attorney V+ now scheduled!

Date	Time	Training Session	Location
Flexible Dates	9:00 am 11:00 am 1:00 pm 3:00 pm 5:00pm Weekend and late nights available.	eClass Training (Web Based training) - *choose from*: Basic Application Training Advanced Application Training Application Troubleshooting Quick Start (New Clients Only)	Web based - You can take eclasses directly from your own computer.
January 20, 2005	9:00 am	**TRN201 Amicus Attorney V - Basics** Setting up Contacts, Files and using the Calendar, Telephone & Email features	Web based
January 20, 2005	11:00 am	**TRN202 Amicus Attorney V - Advanced Calendar** Court rules, attaching actions to a calendar event such as generating a document or sending an email, working with the group calendar and more	Web based
January 20, 2005	1:00 pm	**TRN203 Amicus Attorney V - Document Assembly** Merge information from Amicus Attorney into your documents while linking the document to a File for future reference	Web based
January 20, 2005	3:00 pm	**TRN204 Amicus Attorney V - The Library** Organize your research materials for easy retrieval, i.e., word processing documents, spreadsheets, websites, paid services.	Web based
January 20, 2005	5:00 pm	**TRN205 Amicus Attorney V - ComCenter** Everything you need to know about managing emails in Amicus including attaching emails to Files and Contacts. This class also covers other functions of ComCenter namely sending interoffice messages and initiating phone calls.	Web based
January 21, 2005	9:00 am	**TRN206 Amicus Attorney V - Timeslips Link** Use Amicus Attorney to track your time as you work then transfer it to Timeslips for billing. Exchange contact information between the programs.	Web based
January 21, 2005	11:00 am	**TRN207 Amicus Attorney V - QuickBooks Link** Use Amicus Attorney to track your time as you work then transfer it to QuickBooks for billing. Exchange contact information between the programs.	Web based
January 21, 2005	1:00 pm	**TRN208 Amicus Attorney V – PCLaw Link** Use Amicus Attorney to track your time as you work then transfer it to PCLaw for billing. Exchange contact information between the programs.	Web based
January 21, 2005	3:00 pm	**TRN201+ Amicus Attorney V+ NEW FEATURES** Including the Notes module virtual legal pad with ability to cross reference to files, enhanced sticky management, e-mail notification, Palm link enhancements, additional closed file options plus more.	Web based
January 21, 2005	5:00 pm	**TRN201+ Amicus Attorney V+ NEW FEATURES** Including the Notes module virtual legal pad with ability to cross reference to files, enhanced sticky management, e-mail notification, Palm link enhancements, additional closed file options plus more.	Web based
January 22, 2005	9:00 pm	**TRN201X Amicus Attorney X – Basics** Setting up People, Files and using the Calendar, Telephone & E-Mail features.	Web based

January 22, 2005	11:00 pm	**TRN202X Amicus Attorney X – Advanced Calendar** Attaching actions to a calendar event such as generating a document or sending an e-mail, working with the group calendar and more…	Web based
January 22, 2005	1:00 am	**TRN203X Amicus Attorney X – Document Assembly** Merge information from Amicus Attorney into your documents while linking the document to a File for future reference.	Web based
January 22, 2005	3:00 am	**TRN204X Amicus Attorney X – Library** Organize your research materials for easy retrieval, i.e. word processing documents, spreadsheets, websites, paid services.	Web based
January 22, 2005	5:00 pm	**TRN205X Amicus Attorney X – Communications** Everything you need to know about managing e-mails in Amicus including attaching e-mails to Files and Contacts. This class also covers other functions of ComCenter namely sending interoffice messages and initiating phone calls.	Web based

Pricing: 1st attendee or class - $99 US ($119 CDN), 2nd attendee or class - $89 US ($109 CDN), each additional attendee or class - $79 US ($99 CDN)

7. Events

Watch for Amicus Attorney at these events.

top

Some of our top Premier and local consultants will be at these Regional Events demonstrating Amicus Attorney. Stop by and get all of your Amicus Attorney questions answered!

For a complete listing of National and Regional Events visit www.amicusattorney.com/news/news_events.html

2005

Date	**Event**	**Location**
January 20 - 22, 2005	**South Carolina Bar Convention** Best Law Firm Solutions (www.bestlawfirm.com), Amicus Attorney Premier Consultants, will be attending this event. For more information or to register, visit: www.scbar.org/member/cle/convention.asp	Charleston Place Hotel Charleston, SC
January 31 – Feb.2, 2005	**LegalTech New York** LegalTech New York offers a three day technology conference and exposition featuring cutting-edge solutions and top legal technology vendors. Visit Amicus Attorney in booth #2105 & 2107. For more information on the show: www.legaltechshow.com	Hilton Hotel & Towers New York, NY
February 18, 2005	North Carolina Bar Association Law Practice Management Section Annual Meeting and Legal Technology EXPO. Cumbie Law Office Automation Consulting (www.cumbieloac.com) will be exhibiting at this expo and conducting demonstrations of the new features in Amicus Attorney V+. For more information visit: www.ncbar.org/CLE	North Carolina Bar Center Cary, NC
March 31 – April 2, 2005	ABA TechShow 2005 The world's premier legal technology expo is back in Chicago and will feature over 100 legal technology vendors and over 60 options for CLE credit. Again this year, the show will play host to the Techshow Training Institute for hands on training directly from consultants and legal technology vendors on some of the leading legal technology software. Amicus Attorney will be exhibiting from booth #513. Stop by and visit us.	Sheraton Chicago Chicago, IL

For more information: www.techshow.com

PDF Version

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