

Amicus Attorney News

The Official Newsletter of Amicus Attorney

March
2005

Volume 3
Issue 3

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amicusattorney.com

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**Share the
News.**

Do you know others who would like to receive this newsletter? Simply send this issue to them and with one click of the SUBSCRIBE button, they'll start receiving it monthly.

[SUBSCRIBE HERE](#)

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

Visit us at the 2005 ABA Techshow

Sheraton Chicago Hotel & Towers

Chicago, IL

March 31 - April 2, 2005

www.techshow.com

The ABA Techshow, presented by the Law Practice Management Section of the America Bar Association, will be held from March 31st to April 2nd, 2005 at the Sheraton Chicago Hotel and Towers in Chicago, Illinois. This premier legal technology conference brings together over 1,500 legal professionals from all across the world. Featuring top keynote speakers, specialized tracks presented by leading legal technology experts and a large exhibit hall where you can see the latest and greatest technology for the legal profession.

If you are planning on attending the event, come and visit Amicus Attorney in booth #513 where we will be conducting product demonstrations and answering all of your Amicus questions. The exhibit hall will be open on March 31st from 9:30 - 5:30 and April 1st from 9am - 5pm.

For a FREE PASS to the Exhibit Hall - [Click Here!](#)

We hope to see you there!

Legal Laugh

Your monthly dose of humor...

[Missed An Issue?](#)

No problem. [Click here](#) to view or print from our past issue archives.

2. [You Have to Try This!](#)

Practical Tips and Tricks from Amicus Attorney Certified Consultants



Whose File and Search Team

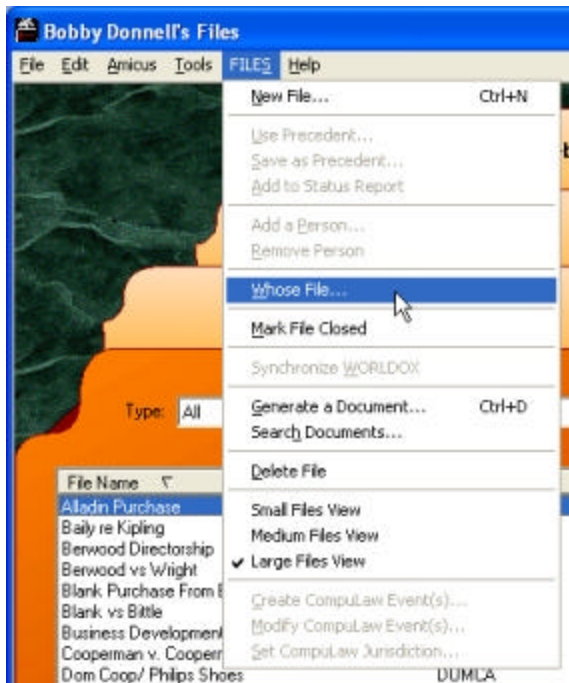
By: Chris Arrendale of Best Law Firm Solutions, Inc.

Have you ever searched for a file or a contact in Amicus Attorney that you thought was there, but you could not find? With the Whose File and Search Team feature you can look for files or contacts in Amicus Attorney even if you are not assigned to them.

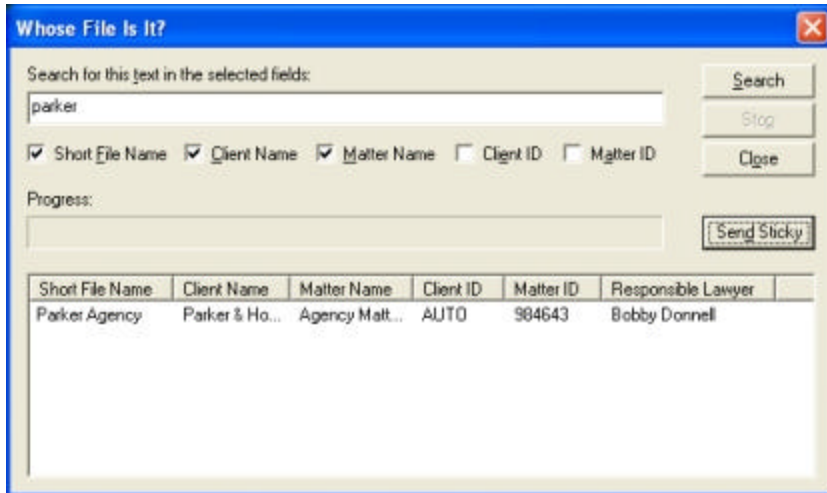
"Whose File"

The Whose File feature allows you to search through all the files in the entire Amicus Attorney database even if you do not have the file in your index. To use the Whose File feature, follow these steps:

1. Go into the Files module of Amicus Attorney
2. Select FILES from the top menu
3. Select Whose File...



4. The following window appears:

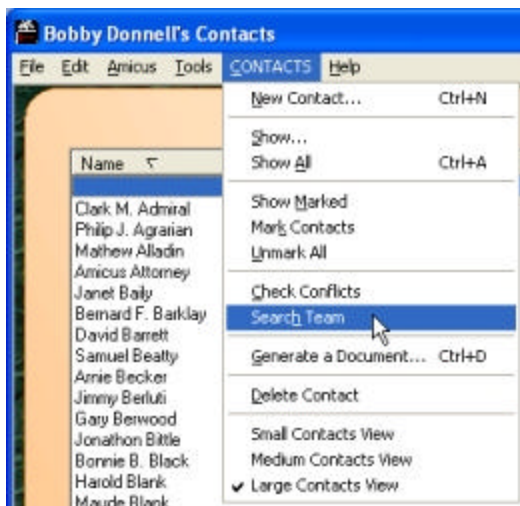


5. Enter the text that you want to search in the search field and check the search criteria
6. Select Search
7. The files will appear with the Short File Name, Client Name, Matter Name, Client ID, Matter ID, and Responsible Lawyer
8. If you found the file in the list, highlight it, and select Send Sticky
9. This will then set up a sticky to send to the Responsible Lawyer with the Short File Name filled in on the sticky. You can then add your own text to the sticky and select Send. The Responsible Lawyer will then receive the sticky and add you to the file
10. If you think that the Responsible Lawyer will not add you to the file or they are out of town, you can always open up their office from the Main Office screen (if you know their password) and add yourself to the file

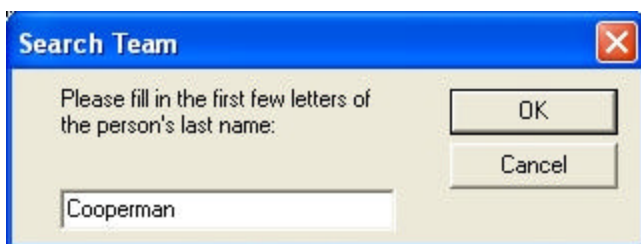
"Search Team"

The Search Team feature allows you to search through the contacts in Amicus Attorney database and find contacts in the entire database even if they are not in your list. To use the Search Team, follow these steps:

1. Go into the Contacts module of Amicus Attorney.
2. Select CONTACTS from the top menu
3. Select Search Team...



4. The following window appears:



5. Enter the text that you want to search in the search field. This can be just a few letters of the person's last name.
6. Select OK
7. The contacts will then appear that match your search criteria.
8. You can then open the contact up and add yourself to the contact.

Compliments of:

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 8975 Roswell Road, Suite 201
 Atlanta, Georgia 30350
 Tel. (770) 998-3800
 Fax. (770) 998-3945
 Web: www.bestlawfirm.com

Chris L. Arrendale, is an Amicus Attorney Premier Consultant with Best Law Firm Solutions. He is the Director of Technology as well as a certified law office software consultant. Chris received his AA from Oxford and his BA in Political Science and Sociology from Emory University. He received his MS in Software Engineering and Information Technology from Southern Polytechnic State University (Magna Cum Laude). Chris is a Microsoft Certified Professional, Microsoft Office Specialist and holds certifications in Microsoft XP, Office XP, PC Master Technician, NT Administrator, Networking Technician, Information Security, E-Commerce, Wireless Concepts, Internet Technology, and Webmaster. Chris is also an active member of the Association of Computing & Machinery, as well as the IEEE. He has many years of experience working in a law firm environment and consults on hardware, software, trial presentation, network, security, wireless, and handheld needs. He is also a certified consultant/trainer on Amicus Attorney, PCLaw, CaseMap, TimeMap, NoteMap, TextMap, Amicus Assembly, Worldox, CompuLaw, ActiveWords, Adobe Acrobat, and is an authorized reseller of Word Perfect, Microsoft Word, and PaperPort.

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



Reducing the Size of the Amicus Attorney Database

A Streamline Database feature was introduced in Amicus Attorney 5.1.1 that allows users to reduce the size of their team database at the Amicus Administrator (Amicus V and V+ users with Advanced and Client/Server Edition).

Using the Streamline Database utility will help to free up disk space and improve the performance of your Amicus Attorney.

Why a Team Database Would Grow in Size

The Amicus Administrator Team Database contains not only all of the data for all of the users, but also a record of various "transactions" that have taken place.

Whenever a record is created, modified, or deleted, that action needs to be performed in the Local Database of each Team Member who is assigned to that record. To track these actions, a Transaction record is created and stored in the Team Database. These transactions are then automatically processed in the relevant Team Members' Local Database (if the Team Member is logged out of Amicus, then the transaction will be processed upon login). The transaction record remains in the database, but is not needed.

Basically, the Streamline Database utility is designed to purge any unneeded Transaction records and compact the Team Database. The database would no longer contain records of old transactions which have already been processed by the individual Team Members.

For more information on the Streamline Database utility, please consult the Technical Resource Guide, Reducing the Size of the Amicus Attorney Database, on the web:

http://www.amicusattorney.com/support/support_trg_ver_5.html

Streamline Database Checklist

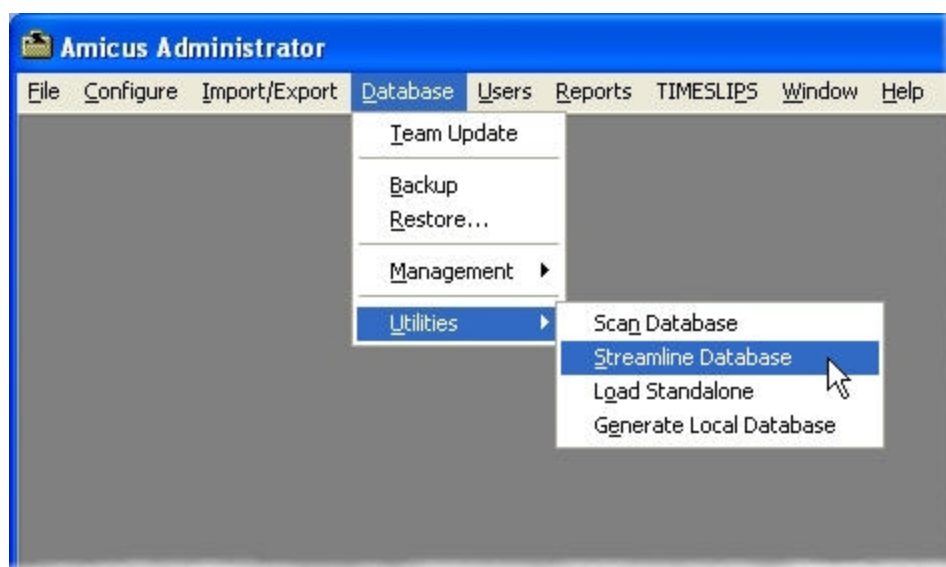
The following steps will ensure optimal results, and should be taken prior to streamlining the database:

1. Have all Team Members log in and then log back out of Amicus.
2. Have all Team Members perform all synchronizations with Outlook® (applies only to Client/Server Edition users who have Outlook Contact and Calendar Synchronization enabled).
3. Have all Team Members unpack their Secondary Office Briefcases (only applies to those using the Secondary Office feature on a remote computer. This step is not mandatory, but will provide better results).
4. Backup the Team Database through Amicus Administrator.

Running the Streamline Database Feature:

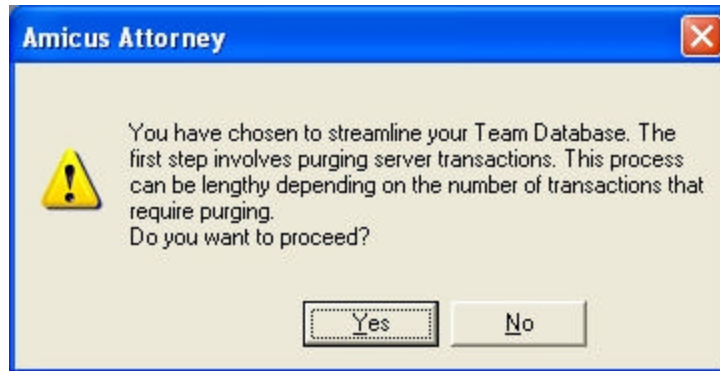
Launch Amicus Administrator

Choose Database > Utilities > Streamline Database



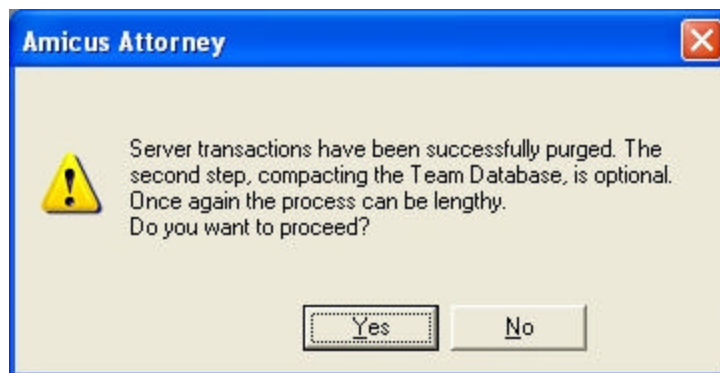
The Streamline Database Feature involves two steps.

The first involves purging server transactions. The following prompt will appear advising that the process may be lengthy depending on the number of transactions that require purging:



Click Yes to proceed.

The second step is optional, and it involves compacting the Team Database. The following prompt will appear advising that this too could take some time depending on the size of the database:



Click Yes to complete the process.

The Streamline Database utility provides a simple and effective method of reducing the size of the Team Database, freeing up disk space and improving Amicus Attorney performance.

4. [Legal Tips](#)

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



Stress Busters

Suggestions made by Gloria Albert, Director of WellnessWorks

As we get ready to go into Spring, it is particularly appropriate to look at what causes stress in our lives ... and what we can do about it. Here are several tips that experts say will work:

1. Learn to let go. Limit your concerns to things over which you have some control. The Serenity Prayer states this motto well: Grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.
2. Enjoy your food and eat those foods which put less stress on the system; relax at mealtime without rushing the digestive process.

3. Be positive! Smile! Even a forced smile has a chemical reaction in the body which will make life easier.
4. Get your sleep. Put your worries aside or they will haunt you in the evening. Frequently, creative solutions will arise in your subconscious when you least expect it if you're relaxed and open to new suggestions.
5. Exercise regularly, even if it's only a short walk each day.
6. Daydream. This kind of reverie allows free thinking and often sparks creative strategies for situations that cause stress.
7. Listen to your doctor. Get regular check-ups and pay attention to your body signals; failure to do so will only cause your body to get your attention with a more serious bell, such as a heart attack.

Stress Busters from Edward Poll, J.D., M.B.A., CMC

1. Increase your hourly rate.
2. Consider flat fee billing or other alternative fee arrangements which will allow you to benefit from increased efficiencies which are not rewarded by hourly billing.
3. Get your billing statements in the mail no later than the first of each month. Failure to deliver billing statements to your clients before the 5th of each month usually causes the fee billing statement to be placed in the following month's stack of bills, not this month's stack.
4. Change your billing cycle. Bill one fourth of the alphabet each week.
5. Shorten your billing cycle. Consider sending clients a bill twice a month rather than once each month (or less frequently).

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Compliments of:

Edward Poll

LawBiz Management Company

Venice, California

(310) 827 -5415

www.lawbiz.com

About the Author:

Edward Poll, J.D., M.B.A., CMC, is a coach to lawyers and certified management consultant who shows attorneys and law firms how to be more profitable. Ed's latest book is Collecting Your Fee: Getting Paid From Intake to Invoice (ABA 2003); he is the author of Attorney & Law Firm Guide to The Business of Law, 2d ed. (ABA 2002); Secrets of the Business of Law: Successful Practices for Increasing Your Profits. To make suggestions or comments about this article, call (800) 837-5880 or send an e-mail to edpoll@lawbiz.com. You can also order a free e-zine or visit Ed on the web at www.lawbiz.com.

5. FAQs - Frequently Asked Questions

Our Technical Support Team Provides Answers to Some Common Technical Questions



Error Message: "Cannot start the application. Please start the server before launching the Amicus Administrator."

Applicable to Client/Server Edition users with a Split Installation (where the Database and Administrator reside in separate locations)

Cause:

This is a message that may appear when launching the Amicus Administrator. This may occur if the Server on which the Team50 folder resides has just been restarted or had work done on it by a computer technician.

Solution:

1. To troubleshoot this, open the Team50 folder and locate the AATEAM50.INI file. (C:\Program Files\Team50).
2. Within the INI file there will be a line "IPAddr=AASERVER50@192.168.43.15".
3. Note the numbers listed then close out of this document.
4. Go to the Start menu, and choose Run, then type in cmd and click OK. A new black window will appear.
5. Type IPCONFIG then enter.
6. Within the information that appears locate the line: IP Address. : 192.168.43.25.
7. The number should be the exact same as what appears in the "IPAddr=AASERVER50@192.168.43.15" line of the AATEAM50.INI file.

If these differ then the Address in the AATEAM50.INI must be edited to match before the program will be able to start again.

As a safety precaution it would be wise to verify the IP Address is set to use a STATIC IP Address. This is done as follows:

- Open the Control Panel and select Network and Internet Connections.
- Within the new window select Network Connections.
- In the Network Connections window right-click on the local area connection that you want to modify (Typically Local Area Connection).
- Select Properties and then a new window will open entitled Local Area Connection Properties.
- On the General tab of the Properties window click on the Internet Protocol (TCP/IP) in the list. And then click the Properties button below. On the General tab of the Internet Protocol (TCP/IP) Properties window verify that the radio button selected is the Use the following IP address option. If this is not the case then you will need to have a qualified computer technician come in to correctly configure the network.
- You are now safe to OK your way out of the Network connection Properties windows.

YOUR LEGAL LAUGH

Your monthly dose of humor...



Compliments of: www.legalhumor.com.

6. **Amicus Attorney Premier Consultants** Training and More!



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

CLASSROOM TRAINING

Amicus Attorney V classroom training by:

InTouch Business Consultants
Largo, FL
727-544-2600
www.intouchbc.com

Legal-Tech Solutions
Naples, FL
239-263-9033
www.legal-techsolutions.com

Best Law Firm Solutions
Atlanta, GA
(770) 998 3800
www.bestlawfirm.com

Date	Time	Training Session	Location
Tampa/St. Petersburg - Instructor Greg Bray			
April 27th, 2005	8:30 am - 12:00 pm	Session 1 - Beginning Overview Getting around Amicus Attorney Basic Amicus Attorney features Managing your Calendar Maintaining your contact list Managing your files Tracking your time	Office of InTouch Business Consultants 11370 66th St. N., Suite 132 Largo, FL 33773-5522 727-544-5400
April 27th, 2005	1:00 pm - 4:30 pm	Session 2 - Increasing Productivity Using the Library Creating and using Master Documents Creating and using Precedents Understanding the Group Calendar Managing Calls, Messages & E-Mails Using Amicus Attorney for mailing lists	Office of InTouch Business Consultants 11370 66th St. N., Suite 132 Largo, FL 33773-5522 727-544-5400
April 28th, 2005	8:30 am - 12:00 pm	Session 3 - Amicus Administrator What is the Administrator? User Management Process for Database Maintenance Customizing the Database Setting up Billing Rates Learn to back up your database Basic Troubleshooting	Office of InTouch Business Consultants 11370 66th St. N., Suite 132 Largo, FL 33773-5522 727-544-5400
New Orleans - Instructor Scott Bassett			
April 27th, 2005	8:30 am - 12:00 pm	Session 1 - Beginning Overview	Hotel Monteleone

		Getting around Amicus Attorney Basic Amicus Attorney features Managing your Calendar Maintaining your contact list Managing your files Tracking your time	214 Rue Royle New Orleans, LA 70130 504-523-3341
April 27th, 2005	1:00 pm - 4:30 pm	Session 2 - Increasing Productivity Using the Library Creating and using Master Documents Creating and using Precedents Understanding the Group Calendar Managing Calls, Messages & E-Mails Using Amicus Attorney for mailing lists	Hotel Monteleone 214 Rue Royle New Orleans, LA 70130 504-523-3341
April 28th, 2005	8:30 am - 12:00 pm	Session 3 - Amicus Administrator What is the Administrator? User Management Process for Database Maintenance Customizing the Database Setting up Billing Rates Learn to back up your database Basic Troubleshooting	Hotel Monteleone 214 Rue Royle New Orleans, LA 70130 504-523-3341
Ft. Lauderdale - Instructor Cindy Melfa			
April 11th, 2005	8:30 am - 12:00 pm	Session 1 - Beginning Overview Getting around Amicus Attorney Basic Amicus Attorney features Managing your Calendar Maintaining your contact list Managing your files Tracking your time	Hampton Inn 2301 SW 12th Avenue Ft. Lauderdale, FL 33315 954-524-9900
April 11th, 2005	1:00 pm - 4:30 pm	Session 2 - Increasing Productivity Using the Library Creating and using Master Documents Creating and using Precedents Understanding the Group Calendar Managing Calls, Messages & E-Mails Using Amicus Attorney for mailing lists	Hampton Inn 2301 SW 12th Avenue Ft. Lauderdale, FL 33315 954-524-9900
April 12th, 2005	8:30 am - 12:00 pm	Session 3 - Amicus Administrator What is the Administrator? User Management Process for Database Maintenance Customizing the Database Setting up Billing Rates Learn to back up your database Basic Troubleshooting	Hampton Inn 2301 SW 12th Avenue Ft. Lauderdale, FL 33315 954-524-9900
Atlanta - Instructor Steven Best			
April 11th, 2005	8:30 am - 12:00 pm	Session 1 - Beginning Overview Getting around Amicus Attorney Basic Amicus Attorney features Managing your Calendar Maintaining your contact list Managing your files Tracking your time	DoubleTree Hotel 1075 Holcomb Bridge Rd Roswell, GA 30076 770-992-9600
April 11th, 2005	1:00 pm - 4:30 pm	Session 2 - Increasing Productivity Using the Library Creating and using Master Documents Creating and using Precedents Understanding the Group Calendar Managing Calls, Messages & E-Mails Using Amicus Attorney for mailing lists	DoubleTree Hotel 1075 Holcomb Bridge Rd Roswell, GA 30076 770-992-9600
April 12th, 2005	8:30 am - 12:00 pm	Session 3 - Amicus Administrator What is the Administrator? User Management Process for Database Maintenance Customizing the Database Setting up Billing Rates Learn to back up your database Basic Troubleshooting	DoubleTree Hotel 1075 Holcomb Bridge Rd Roswell, GA 30076 770-992-9600

Pricing: \$149 per session; or only \$399 for all three sessions. The price includes a 240 page training manual (not the standard Amicus Attorney manual).

See Registration form for complete details.



[Registration Form](#)

If you have any questions, call Annesophia at InTouch 727-544-5400 or e-mail annesophia@intouchbc.com.

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) - <i>choose from:</i> Basic Application Training Advanced Application Training Application Troubleshooting Quick Start (New Clients Only)	Web based - You can take eClasses directly from your own computer.
April 4, 2005	9:00 am	TRN201 Amicus Attorney V - Basics (Setting up Contacts, Files and using the Calendar, Telephone & Email features)	Web based
April 4, 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
April 4, 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
April 4, 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
April 4, 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
April 5, 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
April 5, 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
April 5, 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
April 5, 2005	3:00 pm	TRN201+ Amicus Attorney V+ - NEW FEATURES Notes Module, a virtual legal pad, cross reference to files, manage your stickies. E-mail notification, Palm Link enhancements, additional closed file options.	Web based
April 5, 2005	5:00 pm	TRN201X Amicus Attorney X - Basics (Setting up People, Files and using the Calendar, Telephone & Email features)	Web based
April 6, 2005	9:00 am	TRN202X Amicus Attorney X - 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
April 6, 2005	11:00 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
April 6, 2005	1:00 pm	TRN204X Amicus Attorney X - Library (Organize your research materials for easy retrieval, i.e., word processing documents, spreadsheets, websites, paid services)	Web based
April 6, 2005	3:00 pm	TRN205X Amicus Attorney X - Communications (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

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)



Events

Watch for Amicus Attorney at these events.



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
March 31 - April 2, 2005	<p>ABA TechShow 2005</p> <p>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.</p> <p>Amicus Attorney will be exhibiting from booth #513. Stop by and visit us.</p> <p>For more information: www.techshow.com</p>	Sheraton Chicago Chicago, IL
March 31-April 2, 2005	<p>Virginia Trail Lawyers Association 2005 Annual Convention</p> <p>Automated Horizons, (www.automatedhorizons.net) Amicus Attorney Certified Consultants, will be attending this Annual Convention. This is the state 's largest lawyer convention featuring a large vendor exhibit hall and educational sessions.</p> <p>For more information: www.vtla.com</p>	The Homestead Hot Springs, VA
April 18-21, 2005	<p>Association of Legal Administrators (ALA) Show 34rd Annual Educational Conference and Exposition</p> <p>Amicus Attorney will be exhibiting at this national event. Stop by for a product demonstration and to have all of your Amicus Attorney questions answered. We will be located in Booth # 338.</p> <p>For more information: www.alanet.org</p>	Moscone West San Francisco, CA

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