

Amicus Attorney News

The Official Newsletter of Amicus Attorney

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amicusattorney.com



1. [-AMICUS ATTORNEY X – Now Shipping!](#)

The next generation of Amicus Attorney is here! That's right, Amicus Attorney X is now officially shipping!

A true combination of mobility, flexibility, power and simplicity, Amicus X is built on Microsoft® SQL technology and is the most powerful version of Amicus ever. It has unparalleled customization capabilities and yet still maintains the ease-of-use that Amicus Attorney is famous for.

Featuring:

Anytime Anywhere Access

Amicus Attorney X allows you to access all of your practice information from anywhere you can access the Internet. All the features of Amicus Attorney X run right in your browser! As long as your server is connected to the Internet you have access to the full functionality of Amicus Attorney. Think of the flexibility this gives you. Not only can you work from any computer in your office, but you can work from home, from a branch office, from a client office, from a hotel room, from an airport or even from a cyber café. It couldn't be easier. (of course, if you don't want to use it this way, you don't have to connect it to the Internet.)

Easy Administration and Maintenance

Not only is Amicus X easy to access and easy to use – it is also easier than ever to administer and maintain. The new browser-based architecture requires nothing to be installed or maintained at the user workstation. All of the installation is done on your server. All you need on the user desktop is Internet Explorer.

Powerful Customization

Amicus Attorney X can be customized to look and work exactly the way you want it to with custom field types and layouts as well as custom records. You can control the

Amicus Attorney
V Basic Training
(ABVT) on CD-ROM

Now available.

[Click here](#) to order.

Legal Laugh

Your monthly dose of
humor...

[Missed An Issue?](#)

Missed an issue?
No problem. Visit our
web site and you'll be
able to view or print
from our archives of
past issues.

[Click here.](#)

layout of custom pages and design any type of form you want for your practice. You can specify properties for custom fields ranging from making fields required to specifying their length to including them in conflict searches. The Premium Edition of Amicus X has unlimited custom fields on files and people, and allows you to create custom record types to track any additional type of information required by your practice.

New Notes Module

Amicus Attorney X features the new Notes module that allows for fast and flexible recording of any piece of information. Record anything at anytime as a note. No details dialog to call up, no buttons to click, no selections to make. Later, you can cross-reference that note to a particular file or person, convert it into a different type of record or easily send the note to others in the firm.

Enhanced Search Capabilities

The new Search module enables searching across the entire database using any range of fields and search criteria you choose. We have made it easier than ever to find information when you need it.

Document Management

Amicus Attorney X also includes more powerful document management capabilities. Documents are automatically indexed using the Microsoft Indexing Service, allowing for incredibly fast searching and retrieval. All of your faxes and letters can now be managed by the Communications module.

PLUS much more...

Upgrading to this great new product is easy: call 800-472-2289 or e-mail: sales@amicusattorney.com

2. [Amicus Attorney Web Site](#)



On April 27, 2004, Gavel & Gown Software Inc. launched a brand new web site. The new site features improved navigation, a great new look and even more product information. If you have not visited www.amicusattorney.com since the new site was launched, check it out today and let us know what you think.

Enjoy!

3. [Spotlight On ...](#) *Highlighting a Feature of Amicus Attorney*



To celebrate the launch of Amicus X, this month's "Spotlight On..." highlights The Notes Module – an exciting new feature in Amicus X...

The Notes Module – NEW to Amicus Attorney X

Amicus Attorney is an essential tool for keeping on top of the hundreds of pieces of information that flow across your desk each day. With the Notes Module, not only will you be able to capture all of your information, you'll be able to organize it and store it in a way that makes sense to you.

Centralized note taking is made easy with the NEW Notes module in Amicus Attorney X. Record any action item, note, fact or task easily and get that thought down while you are thinking of it. No more hand written paper sticky notes cluttering up your desk! Record anything directly on the legal pad and get that thought down as you are thinking of it. There's lots of room for hundreds of pieces of information so you can record items as you think of them or as they happen. It's that easy!

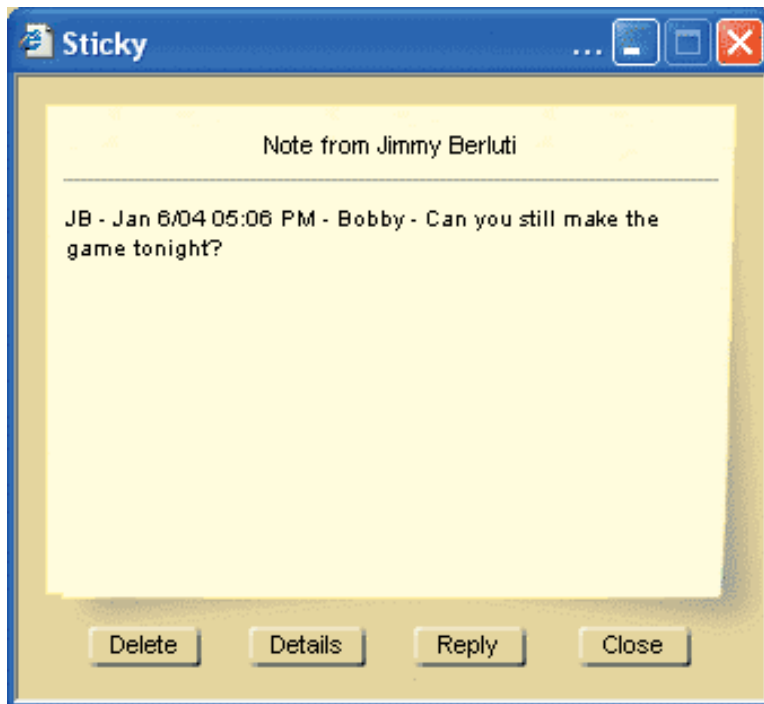


You can sort notes on the “legal pad” by date or by author.

Want a permanent record of the item you have jotted down on your note pad? No problem. Select any item from the pad and associate it with the appropriate File(s), People, Event(s), or Library Page(s). At any time you can take any piece of information from your legal pad and transfer it, effortlessly, elsewhere in your Amicus Attorney. Your important fact can be associated to the file it pertains to, and the note about the appointment you need to set up can be associated to a person and/or an event. One note can be associated with multiple Files, People, Events and Library Pages.

Information quickly entered in a note might actually be needed in a different kind of record. You can convert your notes easily without having to re-type a thing. For example, a hastily jotted down note can become a phone call, phone message, e-mail, time entry, to do, appointment, or Library Page with one click, without you having to re-enter it. There are no transcription errors because the data is already in Amicus Attorney and not jotted down on a piece of paper.

Any note can also be sent as a "Sticky" to another firm member. You can even schedule the arrival date of the note. Send it immediately or select a date when you want it to arrive on the other person's desktop! The recipient of the "sticky note" can then associate the note or convert it as appropriate.



A time entry can be made for any note on your list so you bill for everything you need to. Security features allow you to restrict access to the note where needed.

For more information on Amicus Attorney X and the Notes Module visit: www.amicusattorney.com

YOUR LEGAL LAUGH
Your monthly dose of humor...

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Compliments of: www.legalhumor.com.

Do you want to go from low billing to more profitable work?

By Edward Poll, J.D., M.B.A., CMC

In order to identify the areas of possible improvement, you've got to identify and collect data to ascertain the following items, among others:

- Profit per matter
- Percent of total firm revenue generated by the top 20% of attorneys
- Percent of total firm revenue represented by the top 20% of clients of the firm
- Average number of partners/associates involved per matter
- Profit per partner
- Annual retention rate of clients
- New client origination
- How many new clients and total percentage of new clients' revenue per year
- Profit per Practice Area/Department
- Three year trend to spot declining or increasing trends

These are among the statistics necessary to transition from being busy to being profitable. As in law school, much of my education was learning what questions to ask. Once I knew the questions, I could find the answers by looking in the books. But, the great fear was that we didn't even know the right questions to ask. The same is true in accounting ... and in business (oops! There's that "dirty" word, again. <g>).

If you seek the information suggested by the items noted above and review it in detail, I suspect that your future course of action may become quite obvious to you ... then, it will be a matter of making the right choices ... some hard decisions, I am sure ... to improve your revenue and profit.

Compliments of:

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*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.**

A program is trying to access e-mail addresses that you have stored in Outlook. Do you want to allow this?

Issue:

If you have Outlook Synchronization enabled, synchronization is done each time you start Amicus Attorney. If you are using Outlook 2003, Outlook 2002, or you are using Outlook 2000 with the Domestic Security Patch (SR1 file), then each time you start Amicus Attorney, an Outlook dialog appears, stating that "A program is trying to access e-mail addresses that you have stored in Outlook. Do you want to allow this?"

Cause/Solution:

This is a security feature in Outlook.

Activate the "Allow access for" checkbox. We recommend that you select 10 minutes from the drop-down provided, the maximum allowable time. Then click OK. You may be presented with this dialog more than once while your Contacts, Appointments, and To Dos/Tasks are being synchronized. You must click Yes each time the dialog appears in order to continue the synchronization process.

This dialog may also appear later, while you are working in Amicus Attorney or Outlook and have added, modified, or deleted a record.

However, if you are using Outlook with an Exchange Server, there is an Admin Pack which you can download from Microsoft (www.microsoft.com/office/ork/xp/appndx/appa11.htm) which will stop the security feature from appearing.

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 some 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 EST unless otherwise indicated.

CLASSROOM TRAINING

ProBill Law Firm Solutions

Boca Raton, FL

(800) 299-9177

www.probill.net

administration@probill.net

Amicus Attorney X Free Upgrade Seminars

FREE half day seminars for existing Amicus Attorney Users. Each session will include upgrade, installation and new feature information.

For more information or to register to attend any of these sessions: administration@probill.net

Date	Time	Training Session	Location
June 1, 2004	9 am – 12 noon	Amicus Attorney X Upgrade Seminar	Airport Hotel Ft.Lauderdale, FL

June 2, 2004	9 am – 12 noon	Amicus Attorney X Upgrade Seminar	Airport Hotel Tampa, FL
June 3, 2004	9 am – 12 noon	Amicus Attorney X Upgrade Seminar	Airport Hotel Orlando, FL
June 4, 2004	9 am – 12 noon	Amicus Attorney X Upgrade Seminar	Airport Hotel Tallahassee, FL

WEB BASED TRAINING

ProBill Law Firm Solutions

Boca Raton, FL

(800) 299-9177

www.probill.net

administration@probill.net

All web based training listed below is for Amicus Attorney V.

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

Date	Time	Training Session	Location
Flexible Dates	9:00 am 11:00 am 1:00 pm 3:00 pm or 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.
May 26, 2004	9:00 am	TRN201 Amicus Attorney V - Basics Setting up Contacts, Files and using the Calendar, Telephone & Email features	Web based
May 26, 2004	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
May 26, 2004	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
May 26, 2004	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
May 27, 2004	9:00 am	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
May 27, 2004	11:00 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
May 27, 2004	1:00 pm	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

Some of our top Premier and local consultants will be at these Regional Events this Spring and Summer 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

2004

Date	Event	Location
May 12-14, 2004	<p>Ohio State Bar Annual Convention For more information or to register to attend: www.ohiobar.org</p> <p>HMU Consulting will be speaking and exhibiting at this event: www.hmuconsulting.com</p>	Renaissance Hotel Cleveland, Ohio
May 12-14, 2004	<p>Pennsylvania State Bar Association Annual Meeting www.pabar.org</p> <p>TQS Solutions will be exhibiting at this event. www.tqssolutions.com</p>	Hershey Lodge and Convention Center Hershey, PA
May 17–20, 2004	<p>Association of Legal Administrators (ALA) 33rd Annual Educational Conference and Exhibition</p> <p>Amicus Attorney - Booth #841</p> <p>For more information: www.alanet.org</p>	Pennsylvania Convention Center Philadelphia, Pennsylvania
June 6-9, 2004	<p>Louisiana State Bar Annual Meeting www.lsba.org</p> <p>InTouch Business Consultants will be attending and exhibiting at this event. www.intouchbc.com</p>	Village of Baytowne Wharf Sandestin, FL
June 10-12, 2004	<p>Missouri State Bar 9th Annual Solo & Small Firm Conference</p> <p>For more information or to register: lawyers.mobar.org/sasf2004</p> <p>Timely Office Solutions will be attending this event.</p>	Lodge of Four Seasons Lake Ozark, MO
June 14-18, 2004	<p>North Carolina Academy of Trial Lawyers Annual Meeting</p> <p>Cumbe Law Office Automation Consulting will be exhibiting at this event www.cumbieloac.com</p>	Sea Trail Resort Sunset Beach, NC
June 16-19, 2004	<p>123rd Annual Tennessee State Bar Association Convention www.tba.org</p> <p>Nex-Tek Inc. will have a booth at this annual event.</p>	Nashville, TN
June 16-19, 2004	<p>State Bar of Nevada - 77th Annual Meeting – San Diego</p> <p>Western Computer Corporation, Amicus Attorney certified consultants, will be exhibiting at this annual event. www.wccnv.com</p>	Loews Coronada Bay Resort San Diego, CA
June 17-19, 2004	<p>State Bar of Georgia Annual Convention</p> <p>Best Law Firm Solutions will have a booth at this annual event. Steve Best will be a featured speaker at the Law Practice Management CLE semiar on June 17. www.bestlawfirm.com</p> <p>Thursday, June 17 from 12 pm – 6 pm. Friday, June 18 from 8 am – 6 pm Saturday, June 19 from 8 am – 1 pm</p>	Portofino Hotel at Universal Studios Orlando, FL

June 23-26, 2004	Florida State Bar Annual Meeting For more information: www.flabar.org InTouch Business Consultants will be attending this event. www.intouchbc.com	Boca Raton Resort and Club Boca Raton, FL
June 24-25, 2004	State Bar of Texas Annual Meeting www.texasbar.com CWB Associates will be exhibiting at this event. www.cwbserv.com	Henry B. Gonzalez Convention Center San Antonio, TX
June 24-26, 2004	Oklahoma State Bar – Solo and Small Firm Conference For more information or to register to attend: www.okbar.org Cramer Consulting will be attending this event and conducting a free Amicus Attorney training session. www.cramer.cc	Renaissance Hotel & Cox Business Center Oklahoma City, OK
July 5-10, 2004	Mississippi State Bar Association Summer School and Annual Meeting For more information or to register: www.msbar.org/summer_registration/ InTouch Business Consultants will be at this event. www.intouchbc.com	Sandestin Linkside Conference Center Sandestin, FL

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