Amicus CONSULTING

Software Solutions for Professional Practices

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LexisNexis® PCLaw

PCLaw® Client, Matter, Billing and Accounting Software

PCLaw® is time billing software to manage matters, track time, expenses, manage trust accounts, bill and collect payments from clients, pay vendors, reconcile bank statements, manage calendar appointments and tasks—all from a single source.

This intuitive software helps you to stay on top of your schedule, find matter information, and monitor financial performance without printing reports. PCLaw's dashboards provide a snapshot view of the time billing data you need to manage your law practice.

It supports reviewing, editing and emailing batches of client invoices all from one screen. Features support your ability to meet client-specific billing needs such as flat-fee, task-based, split, contingency, retainer or LEDES-compliant electronic bills. Standard bill formats include the ability to create new templates or customize bills for individual clients.

PCLaw software helps you to:

- Centralize all client/matter details
- Capture billable time/expenses as they occur
- Generate and deliver invoices with batch email bill processing
- Prevent bill returns
- Manage credit card processing
- Ensure compliance
- Prevent overdraws
- Import/export into/from Adobe® PDF, Microsoft® Excel®, Microsoft® Word, Corel® WordPerfect® or Intuit® QuickBooks®
- Support secure mobile access

- View 3600 Overview Reports

Case and Matter Management

PCLaw® centralized case and matter management software works to improve your client service levels while helping your law practice to run smoothly. Features to:

- Streamline your new client and matter intake process
- Prevent loss of billable time with forms and templates
- Save related information (people, contacts, and other related cases, matter, or firm information)
- Organize communications, notes, documents, events, and more
- Manage firm-wide calendars, To Do lists, and deadlines
- Connect events, tasks, phone records, and notes to client matters and contacts

Billing and Collections

PCLaw® software is designed to support your law practice's ability to meet client billing needs while reducing internal billing cycles. Features to:

- Support special client requirements including hourly, flat-fee, split, contingency, retainer and task-based billing.
- Use standard bill formats, create custom bills for individual clients, or create new bill templates for future use
- Many electronic billing formats supported including LEDES 2.0, LEDES 1998A and LEDES 1998B
- Batch email bills
- Use quick-bill capabilities to create client bills on demand
- Ensure accounting record accuracy for work-in-progress, accounts receivable, trust accounting, and client ledger information
- Secure credit card processing with PayPros

Time and Expense Capture

PCLaw® software is designed to help you to generate more revenue for your law practice with functions to capture more of your billable hours. For example, it provides the ability to track billable hours and expenses with traditional timesheet entries or timer plug-ins and is available for both web browser and office applications. At the end of the day, the Time Entry Advisor will send you a reminder indicating that day's unbilled tasks. Features help you to:

- Use traditional timesheets or timer plug-ins
- Receive end-of-day reminders about unbilled tasks
- Filter and review all unbilled activities
- Create multiple time entries
- **PCLaw Mobility** lets you enter time and expenses from any device, anywhere

Accounting

PCLaw software helps to improve your law practices cash flow with essential legal accounting capabilities. Features to:

- Identify clients with outstanding balances
- Prioritize collection efforts
- Write checks and receive client payments
- Manage client trust funds with built-in safeguards
- Reconcile trust and general bank accounts
- Manage accounts receivables and payables
- Process payroll and prepare federal and state tax forms
- Use reports to monitor firm finances, productivity, or client ledger activity
- Export accounting data into QuickBooks
- **Security**
- Security capabilities work to prevent unauthorized access.
- **PCLaw®** allows your law practice to restrict access to sensitive areas of the program such as client and matter data, check writing, reporting, financial information, and system settings.
- Additional security is built in with audit-trail capabilities that track and log all system entries.

Dashboard Views

Dashboard views in **PCLaw** streamline law practice oversight.
Your dashboard view helps you to stay on top of your schedule, find matter information and monitor financial performance without printing reports. Features include:

- My Practice: Includes your calendar appointments, To Do's, new email, phone messages, recent matters, quick links, and more
- My Clients: A centralized view of each client's matters, meetings, tasks and ticklers, emails, documents, contact details, recent activities, account details such as the client's most recent payment
- My Business: View firm financials from income and expenses to key performance indicators and transactions

Mobility

Mobility functions within **PCLaw®** help your practice to capture billable time and expenses wherever you choose to work, whether in the office or on the go. **PCLaw® Mobility services** help to keep law firm finances, client matters, and your calendar organized and in control.

When you synchronize your mobile devices with Microsoft® Outlook® you can access your calendar and contact information. Features to:

- Enter time and expenses using your web-enabled mobile device
- Obtain **PCLaw®** matter, client, calendar, documents, notes, and task information in real time
- Integrate Web-enabled mobile devices with Microsoft Outlook to access calendar and contact information

For more detailed information about PCLaw®, specific features, or how it can help your law practice, please call 914-738-9148