



Software Solutions for
Professional Practices

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Time Matters®

Streamline workflow and improve productivity in the office and on the go

Time Matters® Client, Case, and Document Management Software give you the tools to optimize your firm's efficiencies, client service levels and competitive position. **Time Matters®** practice management software supports collaboration on matters, streamlines internal processes and fuels growth through increased billable hours and profitability.

Customization and integration capabilities give you the ability to tailor **Time Matters®** to meet the specific needs of your law practice. Organize, access, and view critical information in the manner that best suits the way your practice works. Time Matters® also integrates with LexisNexis PCLaw®, LexisNexis Juris®, QuickBooks®, and many leading third-party billing programs.

Time Matters® software helps you to:

- Organize your practice
- Work more efficiently
- Provide better client service
- Improve teamwork
- Capture more billable time
- Bill more efficiently
- Work anywhere

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Contact & Client Management

Time Matters® software gives you the tools to centrally manage and control access to all the information about your clients and other parties involved in cases and matters. Centralized client and matter information help to improve firm efficiency and responsive client service. **Time Matters®** supports:

- **Track people on a matter:** Contacts related to cases such as clients, experts, parties, and courts
- **Synchronize Contacts:** Sync contacts with Microsoft Office® and Microsoft Exchange®. Access contacts from anywhere (smartphones etc.)
- **Record Customization:** Capture pertinent details (phone numbers, email and street addresses, and relevant information such as demographics, referral, and practice-specific information)
- **Controlled Access:** Ensure the confidentiality and integrity of your data
- **File Sharing:** Secure online file sharing
- **Security:** Secured against unauthorized access by FORTUNE 100-level protections

Matter Management

Time Matters® software helps you to organize client matters.

From a single application, you can organize, associate and track all of your contacts, documents, events, phone calls and other information associated with a case or matter. You can choose to work in **Time Matters®** software or use the **Time Matters®** for Microsoft® Outlook software add-in to access related client and matter information from your Outlook email and calendar. Features include:

- **Mobile Access:** Work in the office or from anywhere with Time Matters Mobility®
- **Manage Your Information:** File facts are clipped together, Save time and reduce duplication of effort when producing client and court papers with document automation
- **Save Emails:** Save and attach Microsoft® Outlook emails and attachments to client files
- **Save Documents:** Save Microsoft Word, Excel, WordPerfect, Adobe pdf files, and any other type of file to client matters.
- **Document Management:** Set up automatic naming and folder tree to save documents consistently. Full-text searching will let you find documents by their content.

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- **Deadlines:** See due dates, key dates, and deadlines
- **Time Spent:** See details of all time spent on a matter

Docketing, Calendaring & Scheduling

Automate workflows with **Time Matters®** software and apply best practices across your law practice. The comprehensive alert and reminder system work to keep you on track. Features:

- **Alerts, Reminders, and Watches:** Tickler system to warn you of upcoming deadlines, court dates, meetings, and tasks and other items of importance.
- **Create Rules for Scheduling:** Chain Templates in Time Matters can create a predictable series of important Events and To Do's each time you open a new Matter
- **Firm Member Availability:** View individual or firm-wide calendars, To-Do lists and deadlines
- **Ticklers:** Set up multiple reminders for future events and To Do's
- **Legal Calculator:** Calculate due dates based on rules

Document Management

The central document repository and archive feature allow you to reduce paper clutter. Documents are saved by client and matter. Features:

Full-Text Searching: Find documents by their contents as well as by client and matter. DT Search, a fast and powerful text search tool, is included in **Time Matters®**.

- **Mobile Access:** Retrieve documents in real time through the Time Matters Mobility service, without having to call the office
- **Time-saving Templates:** Create templates for frequently used documents
- **Control Your Documents:** Add, delete, open, edit, version control, print, and check in/out
- **Client Share:** Share documents with clients and other authorized individuals - Secured against unauthorized access by FORTUNE 100-level protections
- **Direct Save:** Save documents directly from a variety of standard office software products
- **Document Creation:** Generate client and court papers
- **Link with Worldox:** Access documents saved to Worldox from within Time Matters clients and matters

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Time and Expense Capture

Time Matters® software works to help you track billable hours and client expenses at risk of being lost so you can capture more revenue. Features:

Make Time Entries from Anywhere: Easily create billing entries from any time-based record (e.g., calendar entries, appointments, notes, To Do's, and etc.)

- **Timesheets:** Your choice of using timesheets, billing forms, and timers to track and bill
- **Time Entry Advisor:** Helps you keep track of work that has not yet been billed – Search by date, client, matter, and timekeepers to find missing time
- **Invoices on Demand:** Produce and print invoices on demand
- **Integrates with Billing Programs:** Integrates with LexisNexis, PCLaw, LexisNexis Juris, Sage Timeslips, Intuit QuickBooks, and STI Tabs3
- **TM Mobility:** Enter time from your smartphone

Optional Billing Matters® – Add-On Software

Billing Matters® software extends the billing capabilities provided in **Time Matters®** software and includes client trust accounting. **Billing Matters®** software also supports:

- **Electronic Billing:** Produce bills in LEDES format using up to date ABA litigation, project, activity and expense codes
- **Link to Intuit QuickBooks:** Send accounting entries to QuickBooks to record payments and income
- **Flexible Billing:** Hourly, retainer, one-time charge, flat-fee, flat-fee plus actual costs, contingency, maximum or minimum charges per bill, and progress-based billing
- **Customization:** You can set multiple bill formats, multiple rate tables and set exceptions for a specific client
- **Editing:** Discounts, markups, and adjustments
- **Processing:** Pre-bill generation and email distribution of final bills

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

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