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AMICUS ATTORNEY 2010 Small Firm Edition

Practice Management Software for Solos and Small Firms

Amicus Attorney 2010 Small Firm Edition is designed specifically for solo practitioners and small firms to help improve their efficiency and profitability and to help them get the most out of the time they spend practicing law. There are literally thousands of features that make up Amicus Attorney. Some of the major ones are listed below in this overview.

Our Benefits page offers a short list of some of the impressive benefits of these features. [More>>>](#)

Your Law Office on Computer

The key to Amicus is the way it integrates all the information in your practice.

Information need only be entered once - and is available wherever and whenever you need it. Individually or firm-wide.

Everything is organized - nothing falls between the cracks. Reuse information, knowledge and processes in new matters as they come up. Gain insight from reports on cross-sections of your practice. Increase billings from automatic time entries. Share information with various third-party products.

Amicus introduces a whole new realm of capabilities while increasing your productivity and peace of mind.



"I have become so dependent upon Amicus for case management, docket control, file management, time keeping, information management and record keeping that I can't imagine trying to have an efficient practice without the tools Amicus provides."

Hank Van Hoy, Martin & Van Hoy, LLP

File information is instantly accessible

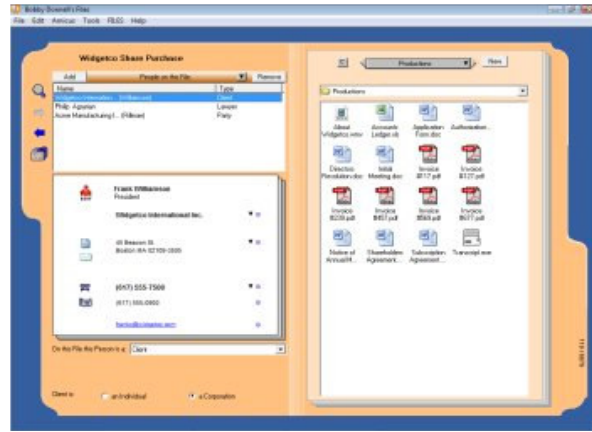
Amicus Attorney organizes all of your file information and keeps it right at your fingertips so you can always find it quickly.

For each of your files you can track appointments, tasks, contacts, communications and time spent across all of the members of your team. You can attach documents of any type to a file and access them at any time. You can quickly track progress on a file and

generate several types of status reports.

Amicus allows you to reuse this information to generate documents using HotDocs®, Microsoft® Word or WordPerfect®.

Customizable fields allow you to tailor files to different practice areas and set up Amicus Attorney to work the way you do.



"Amicus Attorney contains the best file management functionality available for the law office at any price."

Rick Georges, Leader's Legal Tech Newsletter

Dailies - proactive assistance

The Amicus Dailies module helps you answer the question "What's going on today?". In one integrated desktop, it provides you with an overview of your practice, your firm, the legal community and the world around you.

Daily proactive practice reminders such as today's critical events, advice on managing your To Do list, reminders to make or post time entries, suggestions for business development and the such help you stay on top of your practice.

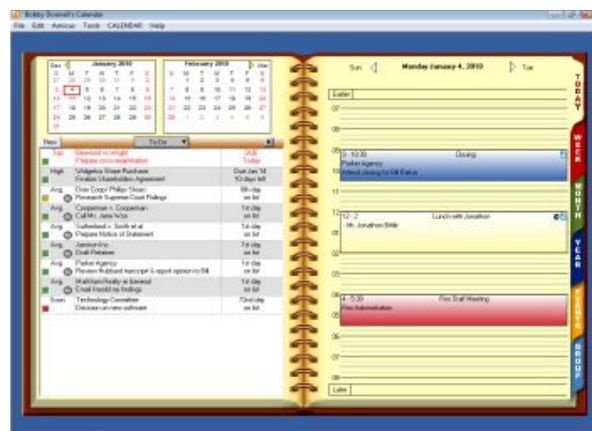
View all of your appointments, tasks, messages and emails in an easy-to-read format so you know at a glance what you have to do today. Bookmark items you use most often by adding them as a favorite or optionally use the customizable Dashboard to create your very own personalized screen to see and work with information that is most important to you.



Calendar - manage your day

Your calendar tracks your appointments, displays deadlines and lists to-dos in a familiar daybook format. Your day's communications and notes are also readily available. View your calendar by day, week, month, year or in lists. The group calendar lets you easily schedule meetings or assign tasks to others. Save profiles for the calendar views that you use on a regular basis. Tasks are brought forward until you mark them done. Regular events like weekly meetings need only be entered once.

Link related tasks for easy rescheduling. Or specify that a task should be scheduled only after the completion of a preceding task. Drag and drop events to reschedule them. Record less important tasks on a "do someday" schedule. Set preferences for automatic time entries when tasks



"It has become indispensable to my practice. It is exactly what I need and fulfills all of my requirements. Amicus is the one indispensable program in my office. I could not practice law without it."

are completed.

Click the DO™ button and Amicus Attorney will assist you with the task - dial the call, draft the document and much more. Besides organizing what you have to do, Amicus Attorney helps you do it!

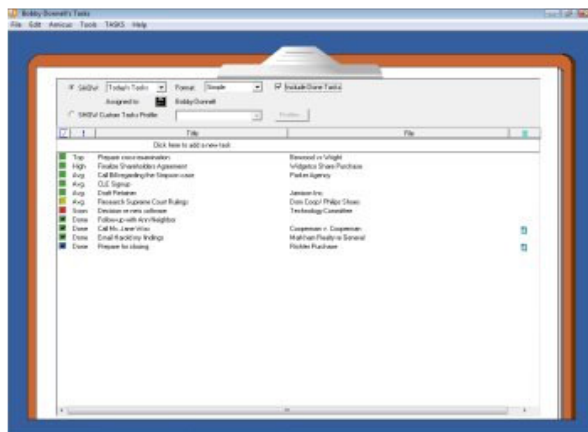
Organize your tasks

The Tasks module gives you a centralized place to get organized and get things done.

Enter To Do's just by typing in the list. There is no extra dialog needed, so you can quickly jot down new tasks as you think of them, and refine the details later. See all of your To Do's across any range of time or files in one easy to manage list. Even those you have assigned to other members of your team. Sort them. Change priorities or dates. Reassign them. Check their status.

Manage delegated tasks. All in one place. Managing the task list for yourself and your team has never been easier.

Norman L. Bloch, Glencoe, Illinois



"After using Amicus, I realize it was really "too expensive" (in time, frustration, etc.) NOT to have a good case-management program! Now, all of my case information, daily calendar tasks, to-do lists, telephone messages, etc. are organized and easily accessible at the push of a button. I might, also, mention I just went to a "paperless" office -- what a dream! Just click, and any document is instantly on my screen -- no more searching for the file!!!"

Richard Hutchins, Saint George, UT

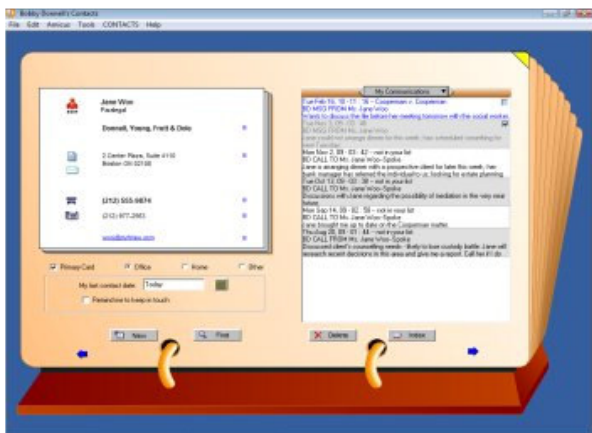
Keep track of the people in your practice

The most important aspect of your practice is the people with whom you work. Amicus Attorney organizes all of your contact information in a familiar way: a card index.

For each person, you can see complete contact information including lists of events, communications, relationships and files. Share this information with others on your team so that everyone is in the loop.

Find a particular person quickly in the contact index. When someone's personal information changes, just click and edit. Changes are updated throughout the system for other Amicus Attorney users in the firm.

Store unique information about each of your contacts with many custom fields. Check for conflicts of interest. Stay in touch with business development tools and reminders.



"Not only has Amicus Attorney improved the organization of my practice, but it paid for itself within a week. I am positive I am recording more billable time per week because of Amicus Attorney. I continue to recommend your product because it works and I cannot imagine working without it."

George Orle, Q.C., Orle Davidson Giesbrecht Bergen

Universal communications management

Click the phone button on a business card anywhere in the system to start a call. Amicus Attorney times and makes

"The practice of law becomes much more interesting as you are actually spending time being a lawyer rather than being a paper manager."

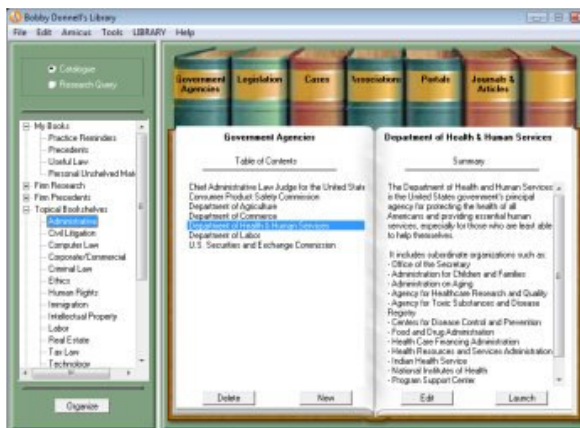
Martin Hughes, Martin Hughes & Associates

Integrated knowledge management

The Library in Amicus Attorney is a unique knowledge management tool that integrates legal research into your client matter files and the balance of your practice management. Using the Library, you can keep all of your information resources, such as research memos, opinion letters, factums, online services and Internet or Intranet sites at your fingertips.

The Library is a firm-wide repository for research and expertise. You can store information in personal and firm-accessible sections that grow with your practice. It can also act as a gateway to online legal research and other resources and allows you to track access to paid services.

The incredibly flexible organization structure can be tailored to your specific needs. All library information can be filtered and searched.



"The Library module of Amicus makes it extremely easy to gather and categorize all of your firm's collective knowledge, from useful web sites to research memos, from template documents to legal articles."

Richard C Belthoff, Jr., VP & Asst. Gen'l Counsel,
Wachovia Corporation

Additional Product Information for Amicus Attorney 2010 Small Firm Edition

[More >>>](#)