



Software Solutions for
Professional Practices

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Amicus Attorney

Designed by lawyers for lawyers

Amicus Attorney's software gives you the tools you need to streamline the way you manage your practice. It's easier to capture time with **Amicus Attorney's** intuitive workflow.

Amicus Attorney software helps you to:

- Organize your practice
- Work more efficiently
- Provide better client service
- Improve teamwork
- Capture more billable time
- Bill more efficiently
- Reduce risk
- Choose desktop or 'cloud'
- Work anywhere
- Have peace of mind

Amicus Attorney helps you manage your files, organize your calendar, keep notes, contact people, be on top of your incoming and outgoing communications, do research, record the time you spend on your activities, and more.

When you use **Amicus Attorney** you can focus on the substantive and innovative aspects of your practice while **Amicus Attorney** does the background tasks for you.

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Amicus Attorney Small Firm Classic provides all the core functionality legal practitioners need, including files, time entries, contacts, communications, notes, calendaring, tasks, document assembly, a library, and the powerful DO button.

It supports auto-backups and a bi-directional link with Microsoft Outlook. It offers web access to **Amicus TimeTracker** from any device for live management of Time Entries. It also integrates with **Amicus Small Firm Accounting** and other popular legal accounting programs and provides links with a variety of other products.

What **Amicus Attorney** can do for you:

- Keeps you informed
- Manages your files
- Keeps track of your time
- Organizes your tasks
- Keeps track of people
- Integrates your e-mail
- Manages your communications
- Enhances the way you use the phone
- Records and organizes your notes
- Helps you with your research
- Helps assistants work with lawyers
- Helps lawyers work together

Different firms have different requirements - Choosing the Right Amicus for You

Amicus Attorney gives you options to fit your computing platform, the area of practice, and the size of your firm.

Amicus Attorney Premium delivers comprehensive practice management automation including a wide range of customizations. Now available with **Amicus Anywhere**.

Amicus Online gives you the tools you need to manage your practice anywhere, anytime, on almost any device.

Amicus Premium Billing adds billing, collections, and trust to **Amicus Attorney**. It makes Amicus a complete practice management solution.

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Amicus Anywhere allows you to manage your practice wherever you are, at any time, on your smartphone, iPad, etc.

Amicus Attorney Small Firm is exceptionally easy to install and use and features a wide range of functionality.

Amicus TimeTracker lets you track time on your smartphone when you're working away from the office.

Choose the way you work

With **Amicus Attorney** you have a choice. Not sure if desktop software or a cloud solution is right for you? Your consultant is here to help you choose the best solution for your practice.

Choosing Desktop or Online

With **Amicus Attorney** you have the freedom to choose a desktop or cloud solution. We are here to help you to understand the differences and choose which is right for your practice. All **Amicus Attorney** products are user-friendly, easy to use, and deliver the tools you need to do more, bill more, and go home early.

Desktop Solution

Desktop software is installed on your local PC. It is completely under your control. It runs faster, does more, and over time costs less. Desktop software is most often chosen by practices with more sophisticated needs.

Online Solution

With an Online solution, nothing is installed on your PC. It runs through your browser over the internet. **Amicus Online** solution offers ideal mobility, runs on most mobile devices, and requires little IT knowledge or infrastructure at your end.

You can get started right away and pay as you go. Convenient monthly payments mean you'll only pay for what you use. You'll avoid big lump costs. Most jurisdictions consider subscription costs a deductible operating expense. So, your real cost is even lower.

Features are the deciding factor

If you want powerful, customized, automated practice management, **Amicus Premium's Desktop solution** is your best choice. **Amicus Online** is your solution, when your requirements are simpler, with mobility and freedom from IT being your priorities.

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You should probably choose desktop if:

- You have a server and don't mind maintaining it for the sake of a better solution
- You want deep assistance with your practice, including features like linked events, automated docketing, automated file intake procedures, specialized legal calendaring (e.g. adjournment tracking), business development tools, integrated legal research, advanced time tracking, statistics, integration with Microsoft® Office®, the "Do" button, intelligent assistance, precedents, firm messaging, automated practice reminders, and so much more
- You need customization beyond a few basics, e.g. the ability to set up each different type of file in a completely different way, tracking unlimited custom information, custom records and custom reports, or customizable dashboards presenting whatever cross-section of your practice you want
- You want flexible access control so that different users in your firm can see and do different things
- You do a lot of task-based billing, with different code sets for different clients
- You have sophisticated billing requirements, like customizing bill formats by lawyer or client
- You have an existing billing system that you want to keep and require complete integration with that system
- Speed matters more to you than mobility
- You are concerned about Internet security
- You have no IT infrastructure and don't want one

You should probably choose Online if:

- You want all the basics of a great practice management system
- Simplicity is more important to you than extensive features
- You want everything available to you anywhere, anytime, on almost any device
- You want cloud-based document management (so all your documents are available to you everywhere)
- You want an iPad or tablet to be your primary work tool
- You use a Mac
- You prefer to pay by monthly subscription
- You are in a small or start-up firm and need practice management with no up-front cost

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- You or your workgroup are the only ones in a larger firm who want practice management and want something you can take advantage of while blending with the Outlook-based tools the rest of your firm uses
- Mobility matters more to you than speed.
- You are comfortable with the advanced Internet security provided by **Amicus Online**

Amicus Attorney Premium Edition

- Comprehensive practice management solution
- Superior functionality
- Powerful, flexible and scalable for firms of all sizes
- Extensive remote access capabilities and robust security options with multiple levels of access and security control
- Integrates with most popular legal accounting programs and software tools
- Integrates with Worldox®, centralized document management
- Bi-directional link with Microsoft Outlook® and Microsoft Exchange® to synchronize your Contacts and Calendar with Outlook or smartphones

Amicus Attorney Premium delivers comprehensive practice management automation including a wide range of integrations with billing, document management, contacts, and email. Now available with **Amicus Anywhere**.

Your Law Office on Computer

Organized for efficiency with an intuitive workflow

Amicus Attorney software solutions are used by thousands of law firms to manage their practice. Noted for its natural and intuitive workflow, Amicus is a full practice management system that includes matters, calendars, contacts, phone calls, document management, and time capture.

- **Access from Anywhere:** **Amicus** offers many ways to access your firm's information from out of the office
- **Get started quickly:** The friendly screens and workflow let you work with the system from Day One
- **Scalable and flexible solution:** **Amicus** is scalable to your firm as it grows and can be customized to your firm's practice areas
- **Proactive Time Capture:** **Amicus** prompts you to bill your time. Use **Amicus Premium Billing** or link to many third-party billing systems

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Mobility

The freedom of mobility

The **Amicus Anywhere** feature gives you access to your **Amicus Attorney Premium Edition** software on most mobile devices, anytime, anywhere. It provides all core functionality and is secure because nothing is stored in the 'cloud'.

Functionality supports:

- **Mobile Time Tracking:** View and create time entries from phones, PCs, laptops, and tablets
- **Access to Calendar, Cases, and Contacts:** **Amicus Anywhere** delivers the data you really need when you are on the road
- **Real-Time Data:** Mobile updates are instantly reflected in **Amicus**, all team members see them immediately

Client Files

Client files organized for productivity

Client matters store in familiar expansion folders to keep things organized.

Separate file folders are stored for each case or transaction. Features to:

- **Organize Your Files:** Filtering options to find a specific file even when many are active
- **File Intake Form:** Capture pertinent file information
- **People on a File:** View people and parties connected to each file and their roles
- **File Events:** View all appointments and To-Do's for each client matter
- **Manage Communications:** View phone calls, messages, and emails
- **Precedents:** Reuse steps for similar cases
- **Time Entries on a File:** View time spent on the file, plus running totals
- **Document Management:** Attach to a file or search for a particular document
- **Custom Pages and Records:** Add supplemental fields for files (matters) based on the type of file

Dailies

Daily report – What's going on?

Amicus Attorney captures data and prepares a report of vital daily information such as an overview of your practice, your firm, the legal community, and the world around you. Includes:

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- **Daily Report:** Reminders include critical events, To-Do's, time entries, suggestions for business development, and more
- **Daily Overview:** Summary view
- **Dashboard:** Customize your view (sections, colors, size, groupings, and more)
- **Firm News:** Collect and post firm information
- **The World At Your Desktop:** Choose from a range of topics or link to your favorite websites

Calendar

Scheduling that works the way you do

Track appointments, deadlines and To Dos in a familiar daybook format. Mouse click to select an appointment time range or use the drag-and-drop feature to move appointments. Manage:

- **Appointments:** Log appointments, access associated client files and more
- **Deadlines and To Do's:** Schedule start times, alerts, milestones, and deadlines
- **Show Adjournments:** View original date, rescheduled date, and reasons
- **Change Notifications:** Track scheduling changes, whether you are the organizer or an attendee
- **Appointment Reminders:** Automatically remind attendees via an alert or email
- **Other Views:** View by day, week, date range, month, year, or in lists
- **Group Schedule:** View multiple calendars at once
- **Workgroup Scheduling:** Combined team member view
- **Link Documents to Events:** Link relevant documents
- **Link Email to Events:** Link emails for reference or follow-up
- **Link Events:** Link dependent events or create a chain

Tasks – Manage Your 'To Do' List

Sort, assign, set priorities, and more

Type and click enter to update your To Do list. The Tasks Module in Amicus Attorney keeps a record of each client file and calendar task. Features help you to:

- **Organize Your Tasks:** See Calendar and Client records
- **Display Your Tasks:** List by time period, sort it and set priorities, link related tasks

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- **Custom List Views:** Select different views and fields
- **Timeline View:** Display to do's in relation to time
- **Task Profiles:** Save and reuse custom task list profiles
- **Workgroup Tasks:** View tasks assigned to other team members
- **Track delegated tasks:** Stay on top of tasks delegated to others

Connect with People

Contact details all in one place

A familiar looking business card stores contact details. An unlimited number of fields give you a place to store every possible number or address. Store:

- **People Details:** Enter related events, phone calls, messages, emails, notes, documents, files, and people with whom they are associated
- **Relationships:** Track relationships between contacts
- **Conflict to Interest Check:** Check multiple names or name variations to define custom conflict checks
- **Track Custom Information:** Specify contact information to be entered
- **Custom Records:** Customize the type of client information to be tracked
- **Business Development:** Capture demographic and referral information

Universal Communications Management

Manage in and outgoing communications

The Communications Module provides a central inbox to manage both in and outgoing communications (email, phone messages, and notes of phone calls). Use it to:

- **Centralize Communications:** View and search all in and outgoing communications
- **Integrate Email:** Store by person and related client matter file
- **Follow-up on Email:** Manage in and outgoing messages with Outlook® within the module
- **Email Merge:** Select and automatically merge fields directly into your email message
- **Manage the Phone:** Click to start call notes, review history, set follow-up calls, and more
- **Deal with Messages:** Electronically receive 'pink message slips' and urgent call alerts

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Time Tracking

Capture and bill time more accurately

Amicus Attorney's complete integration of time capture into your practice management accurately tracks your time and reports it to accounting. Intuitive time sheet design makes it easy to see captured time. Features support:

- **Connects to Popular Billing Systems:** Works with most of the leading legal accounting systems, including Amicus Premium Billing, QuickBooks, Timeslips, PCLaw, and Tabs3
- **Time Entries:** Recognizes your client and prefills many fields
- **More Time Entries:** Auto-text assists with fill-ins as you type
- **Monthly Overview:** View daily/monthly totals, spot missed time recording
- **Billing Performance:** View data needed to measure your billing performance against your goals
- **Timer:** Automate time tracking on an activity and simultaneously create a time entry

Notes

Your Twenty-First Century Legal Pad

The **Amicus Attorney notes module** provides the ability to capture your thoughts as they come to mind, record facts, action items, To Do's, or other notes. Featuring:

- **Take Note:** Click, type, attach to a person or file
- **Today's Notes:** View all unassociated notes or just those written today
- **Note Management:** Edit, associate to another record, or convert notes
- **Associations:** Store, sort, and view notes on events, people, files, and library pages
- **Send as a Sticky:** Send instant messages to other users
- **Instant Messages:** Incoming messages appear on the recipient's screen and can be accompanied by a sound alert

Favorites

Access commonly used items

The Favorites feature creates a shortcut to frequently used items such as files, a person's contact information, note, document, library page, or a search profile. Favorites support:

- **Favorites:** Clickable access to frequently used items

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- **Easy Access:** Create a one-stop location to access your favorites
- **Find it Fast:** Find information without searching

Library – Knowledge Management

The library that integrates legal research into your Practice

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. Supports:

- **Legal Research:** Select and organize your research information by category
- **Research Integrated with Your Files:** Save and attach research conducted for a particular client
- **Knowledge Management:** Build firm intellectual capital by storing and organizing the research for reuse
- **In-Context Information:** Search and view firm's Library information on the subject while reviewing documents
- **Simplify Access to Paid Services:** Access external provider information (Westlaw®, Lexis®, Loislaw®, Quicklaw® and VersusLaw®)
- **Research Queries:** Sift previous research – find what's relevant

Document Management

Control your documents

Manage your own or firm-wide documents from a single, centralized location. Two ways to manage your documents. Access all documents on **Amicus** files, contacts and events. Features to:

- **Control Your Documents:** Add, delete, open, edit, print, check in/out, and more
- **Find What You Need:** Use full-text search and filters
- **Documents Anywhere:** View documents via a web browser
- **Dropbox in Amicus:** Auto create folders to share files

Amicus Attorney allows you to access your Worldox® documents from directly within the **Amicus** files module. Featuring:

- **Streamlined Access:** No need to open and search Worldox®
- **Select Documents:** View all documents for a file or documents of a particular type (e.g., view all motions for a particular file.)

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Search

Cross-functional searching

The Search tool allows you to search across all modules and information types at once, according to whatever criteria you choose. Featuring:

Searching Made Easy: Search across the entire firm

Search Definitions: Enter simple or sophisticated searches

Search Controls: Set filters for broad or narrow searches

Results Driven: View a list of results, double-click to reveal details

Amicus Online

More than just a software tool, **Amicus Online** is a service as well. Your data is securely backed up for you. You'll have all the tools you need to organize your practice with nothing to install. Just log in and start working with **Amicus Online edition**.

Practice Management on a Higher Level

Operating systems:

- Work with live data anywhere
- Works with whichever operating system you choose
- Fully optimized for use on PCs, Macs, and tablets like iPads, tablets, and smartphones.

Email:

- Streamlined email integration
- More than a link – fuses vital email with your practice management
- No extra steps
- Outlook® is live (not a link)

Mobile:

- Smartphones and mobile devices extend your practice
- Native apps contain the same information
- Amicus Online is a seamless system

Features:

- Matter management, Calendaring, Task Management, Contacts, Phone Call Management, Document Management, Global Full-text searches, and reports

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Billing:

- Complete time entries, expense tracking, and billing
- Trust management functions

Extra Tools:

- Date calculator, time entry assistant, collections assistant, and conflicts checker

Microsoft Exchange ® :

- Microsoft® Exchange® is built into **Amicus Online**

Security:

- Reliable and secure
- Built on the Microsoft® Azure® cloud hosting platform
- Bank-grade security (256-bit encrypted)

Connection:

- Variety of ways to connect
- Continue working even while you're offline

Amicus Premium Billing

Files

Familiar expansion folders keep things organized. A separate file folder is kept for each case or transaction. Supports:

View Customization: Customize your view – consolidate reports

Rapid and Flexible Transitions: Create billing transactions within a file index

- **Account Overview:** Review financial transactions on any file
- **File Alerts:** Monitor billing activity and inactivity
- **File Details:** Open, view, make time and expense entries, receive payments, and more

Clients

The Clients Index provides a client-centric view of all balances. Supports:

- **Client Index:** Client-centric view of balances, see who is bringing work by client and file.
- **Account Overview:** Review a summary of all client financial transactions

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Time, Fees, and Expense

This module streamlines your billing with simplified time, fee and expense tracking. Supports:

Time and Expense Entry: Open, edit and view time and expense entries

Customized View: Customize displayed data

Entry Analysis: Filters segment data to reveal a financial summary of time, fees, and more

Trust

Manage trust accounts and meet trust account obligations using Amicus Premium Billing to:

Manage Trust Accounts: View and account for every dollar

Trust Transactions: Create and allocate transactions to many files at once

Billing

Amicus Premium Billing provides the tools to make billing easy enough for anyone to use, and comprehensive enough to meet your legal-specific demands. Supports:

- **Flexible Billing:** Filter the Billing Index to streamline the process
- **Draft Bills:** Review and edit entries on draft bills before finalizing
- **Mass Billing:** Auto include or exclude applicable files for billing
- **Consolidated Billing:** Combining all of the charges for multiple files onto a single invoice
- **Final Bills:** Create e-bills in LEDES 1998B, electronically send bills to third-party bill audit vendors
- **Billing Templates:** Fill ready-to-use billing templates or create customized templates

Reports

With the Reports module, you can create a variety of reports by staff, client or file type and edit them to suit your needs. Report results are active links. An onscreen drill down feature reveals greater detail. All reports can be edited and sorted to meet your reporting requirements.

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Amicus Anywhere

When you want to manage your practice on your mobile device – anywhere – anytime!

The latest version of **Amicus Premium** puts 21st Century technology at your fingertips. Amicus Anywhere combines a desktop practice management solution with a cloud solution. It features a secure, instant, live connection to **Amicus Premium** through a web browser.

The latest version of **Amicus Premium** delivers complete mobility and flexibility. You have the ability to manage your practice on your mobile device, anywhere and anytime!

Manage your practice from wherever you are with **Amicus Anywhere**. Connect with your home PC, Mac, iPad, or smartphone to:

- Manage your client matter files
- Review your calendar, that of others in your firm, or a full group calendar
- Access and work on your documents
- Plan your tasks and coordinate those of others
- Do your time entries
- Track your phone calls, or review the history of previous calls
- See your phone messages and return them
- Have the information for all your contacts
- Read, edit and add new entries

Amicus Attorney Small Firm

Designed specifically for solo practitioners and small firms, **Amicus Attorney Small Firm** works to improve efficiency and profitability.

What **Amicus Attorney** can do for you:

- Keeps you informed
- Manages your files
- Keeps track of your time
- Organizes your Calendar events
- Organizes your tasks
- Keeps track of people

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- Enhances the way you use the phone
- Integrates your e-mail
- Manages your communications
- Records and organizes your notes
- Helps you with your research
- Helps assistants work with lawyers
- Helps lawyer work together

Your Law Office on Computer

“Amicus Attorney Small Firm is an integrated suite of tools that share information about your practice.” It functions as the hub of your practice and supports:

- **Easy Navigation:** Intuitive navigation and natural flow
- **Your Personal Office:** Personalize your view with customizable options
- **Team Member Availability:** View firm member availability from anywhere
- **Team Work:** Share information, reduce duplication, review work
- **Any Type of Practice:** Customizable and flexible

Files

Client matters store in familiar expansion folders to keep things organized. Separate file folders are stored for each case or transaction. Features to:

- **Organize Your Files:** A Separate file folder for each case or transaction
- **File Intake Form:** Capture pertinent file information
- **Track Information:** Display contact details, roles, emails, summaries, and more
- **File Events:** Organize and review all steps for each client matter
- **Manage Communications:** View file communications (phone calls, messages, emails)
- **Precedents:** Reuse steps for similar cases
- **Time Entries on a File:** View time spent on the file, plus running totals
- **Document Management:** Attach to a file or search for a particular document
- **Document Control:** Manage location and accessibility
- **Integrated Legal Research:** Attach and bill client related research
- **Custom Records:** Set entry requirements for sorting and reporting

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Contacts

Amicus Attorney organizes the people associated with your practice in a familiar card index format. Supports:

- **Contact Index:** Sort, search and group your contacts
- **Contact Details:** Complete details for each person
- **Conflict of Interest Check:** Check multiple names or name variations in a single search session and to define a custom conflict check
- **Customize Contacts:** Customize with up to 20 custom fields
- **Business Development:** Capture demographic and referral information

Calendar

The calendar tool uses a familiar daybook format to track your appointments, deadlines, To Do items and more. It supports:

- **Appointments:** Mouse click to select a time range or use drag and drop to reschedule
- **Deadlines and To Do's:** Deadlines appear separately in your calendar
- **Shows Adjournments:** Track and view history including original date, rescheduled date and reasons
- **Other Views:** View your calendar by day, week, month, a year or in lists
- **Group Schedule:** Create profiles of calendars you want to see
- **Link Documents to Events:** Associate a saved document to an event
- **Link Email to Events:** Associate a saved email to an event
- **Link Events:** Link dependent events to a single master event

Tasks

The Tasks Module keeps you organized by listing work that needs to be done. Supports:

- **Display Tasks:** See, sort and set task priorities
- **Task Profiles:** Save and reuse custom task profiles -include who, how, and what tasks to display
- **Check Status:** Follow-up on your own and delegated tasks

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Mobile Time Tracker

Amicus TimeTracker brings **Amicus Attorney** to your mobile phone. View and create time entries on your smartphone, anytime, anywhere.

Time Capture

Amicus Attorney will remind you to make a time entry after every billable action, so you don't lose any billable hours. Features support:

Proactive Time Capture: **Amicus** prompts you to bill your time. Use Amicus Small Firm or link to many third-party billing systems

- **Time Entry:** Many details are auto-filled for you
- **Time Sheets:** Track time and review running totals
- **Monthly Overview:** See monthly and daily totals, spot forgotten time recording
- **Time Analysis:** Determine how time is spent contributes to your bottom line
- **Billing Performance:** Measure your billing performance against your goals
- **Timer:** Track the time you spend on an activity and simultaneously create a time entry

Communications

The Communications Module provides a central inbox to manage both incoming and outgoing communications (email, phone messages, and notes of phone calls). Use it to:

- **Manage the Phone:** Click to start call notes, review history, set follow-up calls, and more
- **Deal with Messages:** Assistants can send 'pink slip call notes', urgent messages will alert you
- **Integrate Email:** Organize and store sent and received Microsoft Outlook® email, with each contact or client matter file
- **Centralize Communications:** Manage all communications, including email, phone messages and notes of phone calls

Centralize the way you manage your documents. Features to:

- **Control Your Documents:** Open, edit and print documents, add new or delete existing documents, create time entries and more

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Notes

The **Amicus Attorney** notes module provides the ability to capture your thoughts as they come to mind, record facts, action items, To Do's, or other notes. Featuring:

Take Note: Click, type, attach to a person or file

Note Management: Edit, associate to another record, or convert notes

Associations: View and sort lists, see dates, authors, and more

Send as a Sticky: Send instant messages to other users

Instant Messages: Incoming messages appear on the recipient's screen and can be accompanied by a sound alert

Dailies

Amicus Attorney captures data and prepares a report of daily vital information such as an overview of your practice, your firm, the legal community, and the world around you. Includes:

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- **Daily Overview:** Summary view
- **Dashboard:** Customize your view (sections, colors, size, groupings, and more)
- **Favorites:** Access pressing Files or Contacts, bookmark Notes, Documents, and Library pages
- **Firm News:** Collect and post firm information
- **The World at Your Desktop:** Choose from a range of topics or link to your favorite websites

Library

The Library module provides the organizational structure for legal research. The classification tool allows you to select and organize your research by category.

Supports:

- **Legal Research:** A common place for everything from internal precedents to external online resources
- **Research Integrated with Your Files:** Save and attach research conducted for a particular client

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- **Knowledge Management:** Build firm intellectual capital by storing and organizing research for reuse
- **Simplify Access to Paid Services:** Access external provider information (Westlaw®, Lexis®, Loislaw®, Quicklaw®, and VersusLaw®)
- **Research Queries:** Sift previous research – find what’s relevant

Other Tools

Within your **Amicus Small Firm** software there are many other tools to support your law practice management. They include:

Outlook® Contact & Calendar Integration: Align **Amicus Contacts**, To Do’s, and Appointments with Microsoft® Outlook® Contacts, Tasks, and Appointments

- **Intelligent Assistant:** Reminds you of To Do’s and helps you do them
- **Document Assembly:** Draft a complete document with a single click
- **Expert Systems:** Build these precedents in advance or go back and select steps to save for re-use
- **Court Dockets:** Create linked precedents for docketing to schedule court dates
- **Date Calculator:** Find a date that meets the criteria, instantly go to that date on your calendar
- **Practice Reports:** More than 50 Practice Management reports
- **Spell Checking:** Includes English, Spanish, and French dictionaries
- **Import/Export:** Uses customizable import templates to bring in your data
- **Manage Your Database:** Includes a separate password protected Administrator application for managing your database
- **Text Expansion:** Define your list of text shortcuts that expand into standard text when typed
- **Practice Packs:** Import/export customized configurations and resources from one database to another
- **Scanner Integration:** Attach scanned documents to Amicus Attorney-Client Files

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Amicus Time Tracker

Amicus TimeTracker makes your smartphone an extension of your Amicus Attorney. It gives you the ability to view and make time entries with your smartphone, anytime, anywhere.

The **Amicus TimeTracker** feature helps you to capture billable time that would likely be missed when working outside of the office. It gives you the ability to make time entries wherever you are working. Features:

- **Instant Entries:** Make time entries with your smartphone
- **Security:** Bank-grade encryption and the security of Microsoft Azure
- **Full Functioning:** Create a new entry, edit previous ones, see your list and running totals for the day, week, or month
- **Shortcuts:** Use shortcuts to do a complete time entry with a few touches
- **Real-Time Connection:** Saved entries are auto-entered into your Amicus database at the office
- **File Update:** Time is on the client file and ready for billing

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