

Increase Efficiency, Cash Flow and Profits with PCLaw™ Billing and Accounting Software

Gain new levels of efficiency and financial performance for your practice with integrated back-office tools designed specifically for law firms. PCLaw™ billing and accounting software helps you to:

- Track time and expenses
- Expedite billing
- Write checks
- Improve collections, including credit card processing*
- Process payroll with tools powered by ADP®*
- Perform trust accounting
- Generate financial statements
- Measure productivity

Preferred by more than 25,000 law firms, PCLaw is the most widely used, legal-specific, back-office management software in North America. PCLaw is designed for firms with 1 to 9 timekeepers. The more comprehensive PCLawPro offering is for law firms with 10 or more timekeepers. With both PCLaw and PCLawPro, you can choose from outstanding product support and practice mobility options.

Integrated credit card and payroll processing available with PCLaw

- See details on integrated credit card processing under Collections on page 5.
- See page 7 for information on payroll processing powered by ADP.

Efficiently manage time and billing

- Track time and expenses with flexible tools—even when you're out of the office using a laptop computer.
- Expedite billing with custom client invoices encompassing time, fees, trust activity, disbursements and retainers.
- Manage all hourly, flat-fee, electronic, task-based, contingency and split billing.
- Share client and billing data with LexisNexis Total Practice Advantage™ integrated workflow or Time Matters® practice management software.

Continued on next page

REQUEST A FREE TRIAL[†]

Go to www.lexisnexis.com/trialpclaw to request a limited 30-day free trial of PCLaw billing and accounting software.

60-DAY MONEY-BACK GUARANTEE[‡]

Order the full PCLaw software application and try it for 60 days. If you are not satisfied, just return it for a full refund less shipping.

* Charges for credit card and payroll services are in addition to the cost of the PCLaw software.

† 30-day single-user version free trial offer is for new customers only. Offer available in North America only. Other restrictions may apply.

‡ Some restrictions may apply.

Capably meet law-office accounting and financial needs

- Write checks and receive client payments.
- Handle client trust funds and reconcile bank accounts.
- Efficiently manage accounts receivable.
- Produce financial statements; generate staff, client and practice-area productivity reports; and manage your firm's finances.
- Export accounting information to PDF, Microsoft® Excel® or Corel® WordPerfect®, and e-mail it to your accountant or other parties.

Optimize your practice mobility

Travel Edition—track time as you work on your:

- BlackBerry® handheld wireless device
- Palm® Treo™ Smartphone

Gain expanded back-office functionality and productivity tools

- Increase revenue and improve cash flow with integrated credit card processing.
- Simplify payroll and tax remittance with payroll processing powered by ADP.
- Track time worked using Microsoft® Word, Microsoft® Outlook® and Microsoft® Internet Explorer.
- Link information from PCLaw to HotDocs® automated forms.
- Recover more client costs with built-in cost recovery integration.



Why Law Firms Prefer PCLaw

Law firms choose PCLaw billing and accounting software for its strong financial capabilities and because:

- Start-up is straightforward
- You can integrate with a variety of front-office tools, including Time Matters practice management software and LexisNexis Total Practice Advantage integrated workflow
- You get exceptional live-answer and e-mail support
- Product upgrades address emerging customer needs
- Security is customizable
- Practice information is available at a glance
- Legal accounting tools help you meet regional and trust requirements
- Convenient options ease conversion from other software

Straightforward start-up

Online resources and videos quickly teach you the basics. The unique Start-Up section enables you to enter your current accounting information.

Exceptional support

PCLaw is backed by a dedicated, capable technical support department and Certified Independent Consultant (CIC) network. You receive technical support at no extra cost for 60 days to help get your new system up and running. Support is available by telephone (live), fax and e-mail. The nationwide CIC network is available for firms that need local demonstrations, sales, implementation training and support.

Attention to emerging customer needs

Since 1982, the developers of PCLaw have sought suggestions from users. The input we receive continues to be central to the enhancement of existing features and the development of new ones.

Customizable security

PCLaw enables you to restrict access to sensitive areas of the program such as clients/matters, check writing, reporting and financial information and system settings. An audit-trail feature tracks all entries in the system.

At-a-glance practice information

You can use PCLaw to view current information about your cases and firm, including:

- Client contact information
- General and trust bank accounts and balances
- A quick summary of client accounts
- Financial statements
- Productivity reports

Options for converting from your current software

PCLaw provides a competitive, fee-based conversion service to migrate your data from other systems, including Timeslips®, Intuit® QuickBooks®, Tabs3™ Manac®, ESILaw and more.

You can also hire a CIC to help you convert data from QuickBooks.

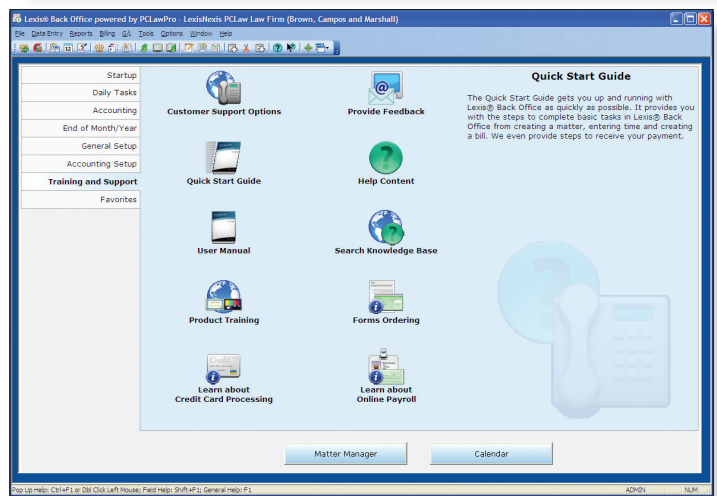
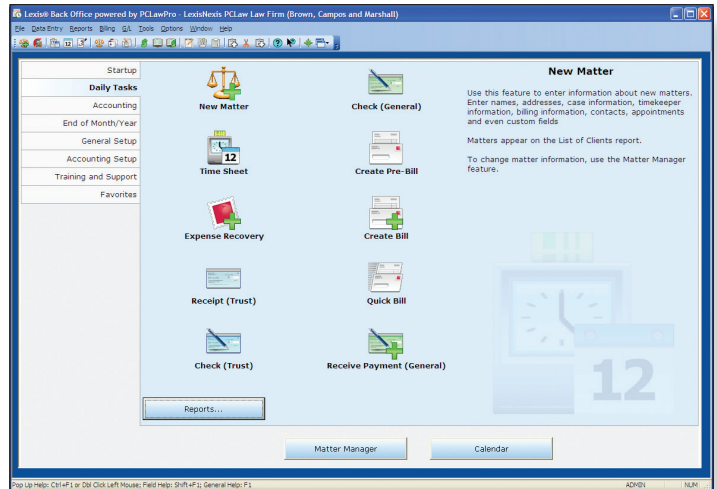
Quick Step

The Quick Step interface visually guides you to different functions grouped in category tabs on the left navigation bar: Start Up, Daily Tasks, Accounting, End of Month/Year, General Setup, Accounting Setup and Favorites.

Quick Step provides an alternative method to access PCLaw or PCLawPro functions. Click the pertinent tab in the left navigation bar to display the available functions.

On the right side of each Quick Step page is a Help panel describing the category and functions you have selected. In the examples on the right, the Help panels describe the PCLaw New Matter functions and the Quick Start Guide.

At times you may need brief descriptions of available reports. Some of the category tabs on the left navigation bar (e.g., Accounting) bring up a Reports button. When you view the list generated from the Reports button—or a pull-down menu list—you can highlight a report name and the Help panel on the right briefly describes that report.



Billing and Collections

Billing

PCLaw is designed to provide law practices with unsurpassed flexibility in client billing. It supports special requirements including hourly, flat-fee, split, contingency, retainer, task-based and electronic billing. You can bill matters individually or en masse.

You can control diverse aspects of your billing, including:

- Appearance
- Level of detail
- Wording
- Frequency
- Usage of retainers and trust funds
- Items to be billed

Brown, Campos & Marshall LLC				
1000 W. 5th Avenue Suite 1800 Raleigh, NC 27606				
Ph: 919-555-1111		Fax: 919-555-1123		
Barry Able	1000 Hillside Rd.	St. Paul, MN	55101	July 31, 2005
Attention:				File #: 03-1236.1
				Inv #: 1
RE: Able v. State of Florida				
DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jul-03-05	Draft Notice of Hearing	3.10	480.50	RSB
Jul-06-05	Send Interrogatories and other discovery	2.60	403.00	RSB
	Meeting with client re settlement discussions	1.50	232.50	RSB
Jul-09-05	Review documents and strategize next step.	1.00	40.00	RSJ
Jul-10-05	Meet with Jeremy Baird - investigator	1.00	155.00	RSB
	Totals	9.20	\$1,311.00	
DISBURSEMENTS				
Jun-11-05	Courier Fee-Delivery of documents to Asheville		55.00	
	Totals		55.00	
	Total Fee & Disbursements			\$1,366.00
	Balance Now Due			\$1,366.00
PAYMENT DETAILS				
Jul-31-05	Automatic Apply Funds to AR		1,000.00	
	Total Payments			\$1,000.00

TRUST STATEMENT		
		Receipts
Jan-05-05	Received From: Matter Opening Balance - Trust Receipt Retainer for case	2,500.00
Feb-01-05	Received From: Matter Opening Balance - Trust Receipt Deposit on account for expenses	1,000.00
Apr-21-05	Paid To: Matter Opening Balance - Trust Withdrawal Filing Fee	60.00
	Total Trust	\$60.00
	Trust Balance	\$3,440.00

Customize bill formats

Select any of the standard formats that come with PCLaw billing and accounting software, modify a format to suit your needs or build an unlimited number of your own formats from scratch. You can even create custom-designed bill formats for specific clients.

You can customize bills to include standard bill paragraphs, logos, personal messages or custom information. PCLaw can sort fees by date, lawyer or task code and add bill memos to individual invoices.

Select what to bill

Select what kind of entries you want to include on your bill, including: fees, client disbursements, general and trust retainers and trust checks and receipts—or individual entries.

Choose how to bill

PCLaw provides billing by: matter, client, responsible lawyer, type of law or billing frequency (monthly, quarterly or user-defined groups). You can also itemize by value of unbilled fees, disbursements or total unbilled charges.

Bill clients with many matters

Options for billing include: All matters for one client on one invoice; selected matters for one client on one invoice; all matters for one client on separate invoices; and some matters for one client on separate invoices.

Fully integrated

Every time you bill a client, PCLaw saves you time and effort by updating accounts receivable, the client ledger and work in progress. If you generate an incorrect bill, it can be “unbilled”—no need for you to correct entries appearing on reports as you track the audit trail.

Quick Bill—one-step billing

The Quick Bill feature is designed for walk-in clients and lets you quickly create a bill by entering fees, disbursements, trust transfers and payments, all from one screen.

Collections

PCLaw helps your firm collect outstanding balances promptly and improve cash flow. Client payments can be automatically allocated to the responsible lawyer, prorated by working lawyer or manually allocated. When you receive payments, they can be applied to specific bills or automatically applied to the oldest outstanding invoices.

Identify outstanding receivables

You can use the PCLaw Receivables by Client report to expedite payment. The report details:

- Client names, phone numbers and collection notes to assist in follow-up
- Date and amount of last payment to identify partial payments
- Trust balances to highlight matters eligible for trust transfers

Process client credit card payments

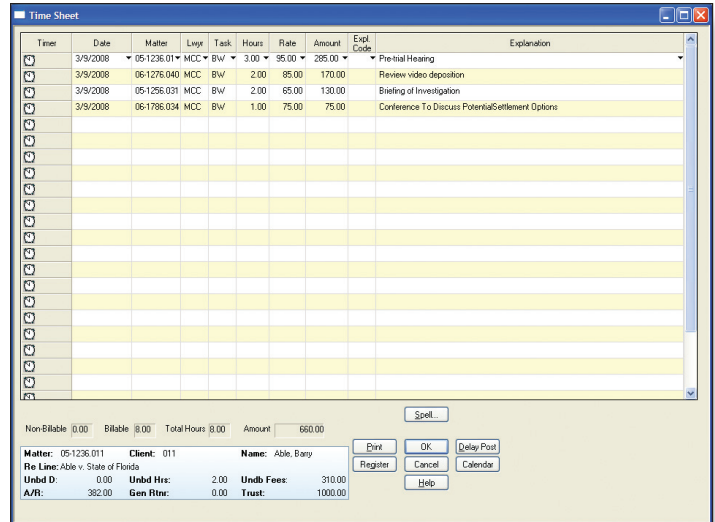
LexisNexis has joined forces with Payment Processing, Inc. (PPI) to offer convenient, integrated credit card processing available from within PCLaw.

- **Increase revenues and cash flow**—Enable clients to obtain your services more readily; quickly and securely receive payments in seconds.
- **Reduce administrative costs and increase efficiencies**—Don't spend extra time and money on collection efforts. Reduce the fees your firm writes off due to client non-payment of invoices.
- **Improve client service**—Provide clients with the flexibility to pay bills anytime from anywhere.
- **Gain ease of use and integration with PCLaw**—Credit card processing works directly from the PCLaw receipt screens (trust, general retainer, payments and Quick Bill). Credit card entries update all relevant information, including the client ledger, bank journals, reports and general ledger—without additional effort.

Time Sheet

Users can make one or more time entries into PCLaw simultaneously. Timekeepers have the option of posting dockets one by one or accumulating multiple entries on the sheet for review and posting later.

Whether you prefer to make time entries as they occur or manually track time on paper, the time sheet is the ideal tool for entering these dockets into PCLaw.



Financial Statements

PCLaw financial statements include a general ledger statement, trial balance, income statement (which can be run as a departmental report) and balance sheet.

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Brown, Campos & Marshall LLC
12 Month Comparative Income Statement
For the Period Ending: December 31, 2007

REVENUE	YTD	Dec 2007	Nov 2007	Oct 2007	Sep 2007	Aug 2007	Jul 2007	Jun 2007	May 2007	Apr 2007	Mar 2007	Feb 2007	Jan 2007
Fees-Michael Arlington	408,398	45,710	45,710	45,710	45,710	45,710	45,710	45,710	44,258	44,158	40,569	44,710	44,158
Fees-Marylyn C. Campos	36,988	41,250	41,250	41,250	41,250	41,250	41,250	41,250	36,558	39,658	39,125	39,250	39,658
Fees-Robert S. Brown	351,600	41,589	36,589	36,589	36,589	36,589	41,589	45,589	39,987	41,490	35,589	37,589	41,490
Fees-Rebecca S. James	345,613	41,087	36,587	36,587	36,587	36,587	40,587	39,187	39,186	39,648	41,959	35,587	39,648
Total Revenue	1,470,573	169,636	160,136	160,136	160,136	160,136	169,136	167,136	159,159	164,962	160,142	157,136	164,962
EXPENSES													
Accounting	2,475	275	275	275	275	275	275	275	275	275	275	275	275
Advertising & Promo	6,460	720	720	720	720	720	720	720	720	720	720	720	720
Gross Salaries-Prof	6,643	6,643	0	0	0	0	0	0	0	0	0	0	0
Gross Salaries-Supp	563,130	62,570	62,570	62,570	62,570	62,570	62,570	62,570	62,570	62,570	55,000	49,570	62,570
Health Insurance	15	15	0	0	0	0	0	0	0	0	0	0	0
Major Medical	-15	-15	0	0	0	0	0	0	0	0	0	0	0
FOAB Expense	431	431	0	0	0	0	0	0	0	0	0	0	0
Medicare Expense	101	101	0	0	0	0	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0	0	0	0	0	0	1,150
Entertainment	10,350	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	0
Int - Prof/Liability	3,015	335	335	335	335	335	335	335	335	335	335	1,145	335
Library & Subscriptions	1,350	150	150	150	150	150	150	150	150	150	150	150	150
Membership/Prof Dues	2,025	225	225	225	225	225	225	225	225	225	225	225	225
Office/Gen. Expense	2,825	325	325	325	325	325	325	325	325	325	325	703	325
Rent - Inv	9,630	1,070	1,070	1,070	1,070	1,070	1,070	1,070	1,070	1,070	1,070	2,413	2,070
Stationery/Supplies	1,800	200	200	200	200	200	200	200	200	200	200	338	200
Delivery/Recovery	0	0	0	0	0	0	0	0	0	0	0	400	0
Fax Recovery	0	0	0	0	0	0	0	0	0	0	0	-20	0
Photocopy Recovery	-5	-5	0	0	0	0	0	0	0	0	0	-10	0
Telephone Expense	0	0	0	0	0	0	0	0	0	0	0	211	0
Total Expenses	610,351	74,191	67,020	67,020	67,020	67,020	67,020	67,020	67,020	67,020	59,450	67,270	68,020
Net Income	860,222	95,445	93,116	93,116	93,116	93,116	102,116	100,116	92,139	97,942	100,692	89,866	96,942

Centralized Trust Accounting

PCLaw billing and accounting software helps you manage disbursement and receipt transactions for all of your clients and thousands of trust bank accounts. Simply enter a matter on trust checks that you write and trust monies that you receive—PCLaw manages the rest. The PCLaw bank reconciliation program helps you reconcile both trust and general bank accounts.

Security safeguards

Built-in safeguards and warnings for your trust accounting help to ensure that:

- You do not overdraw on a client's trust funds

- You do not write a trust check until the funds have been cleared
- Clients are notified on their bill if their retainer balance falls below a minimum balance

Integrated with billing and general ledger

Every time you enter a trust check or receipt, the information flows to all the appropriate journals, general ledger and client ledger. When you are billing, PCLaw can automatically transfer client trust funds to your operating account to pay invoices. The client's bill details all trust activity.

Trust journals and listings

The Trust Bank Journal details each trust entry including the client, matter, amount, date and explanation. You can view, print or e-mail the Trust Bank Journal by date range, check number or bank account. Customize the report by selecting which data fields to include, and save the format for use later. Save your Trust Bank Journal in Excel®, PDF or Word formats.

In addition, the Client Trust Listing provides a matter-by-matter summary of trust activity.

For more specific information, the Client Trust Ledger provides matter-by-matter entries. You can display complete details of each transaction or just the matter's ending trust balance.

Payroll Processing

LexisNexis has aligned with ADP, Inc., to make secure payroll processing available with the latest version of PCLaw. Global ADP services are known for accurate, safe and secure payroll. The PCLaw payroll functionality powered by ADP enables you to:

- Process the firm's payroll in seconds
- Print checks or initiate an employee's direct deposit
- Print payroll reports or export them to Excel
- Create payroll journal entries for PCLaw
- Print signature-ready federal and state tax forms
- Print W-2s

PCLaw payroll processing tools powered by ADP also provide these benefits:

- **Setup wizards** simplify startup.
- **Unlimited toll-free support and online help** are available from payroll professionals.
- **Federal, state and local taxes and liabilities** are calculated using the latest tax updates for greater payroll accuracy.
- **Online reminders to file and pay taxes** minimize the risk of penalties.
- **Signature-ready and prefilled federal and state tax forms** help to reduce errors.
- **You can start anytime.** You make no commitment, and you have no software or tax tables to download and install.

Minimum requirements for PCLaw billing and accounting software

- Windows® 2000/XP/Windows Vista®
- Pentium® III (or equivalent)—Pentium® IV (or equivalent) recommended
- 256 MB RAM—512 MB RAM recommended
- High-speed Internet access for online payroll or integrated credit card service

Increase your firm's efficiency, cash flow and profits
with PCLaw billing and accounting software.



For more information, contact your account representative
or call **800.328.2898, ext. 2.**

www.lexisnexis.com/pclawinfo

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