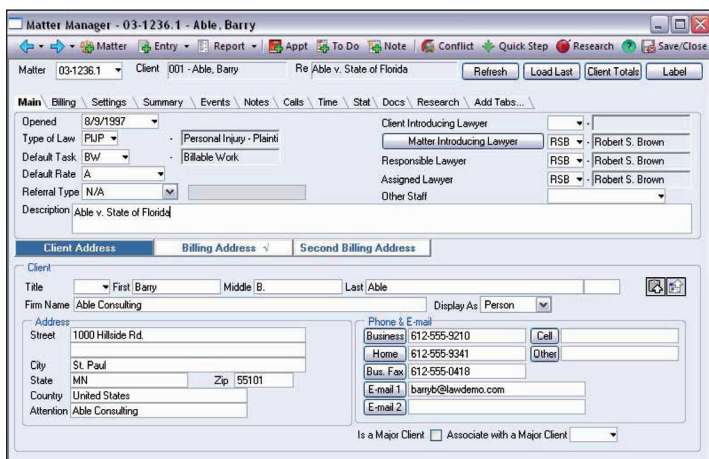## PCLaw® practice management, billing and accounting software—
Keep your firm's matters and finances organized and in control with PCLaw.

*Thousands of law firms and legal departments trust award-winning PCLaw® software to help take the headaches out of running the business of law by enabling them to easily manage matter information, track calendar appointments and tasks, capture time and expenses, bill and collect payments from clients, pay vendors, reconcile bank statements and manage trust accounts—all from a single source.*

- **All-in-One Matter, Billing and Accounting Management Software** Centralize all client/matter details—including contacts, key dates, emails, documents, billing and payments—so all members of the firm can quickly access the information they need. Capture billable time/expenses as they occur.

- **Expedited Billing** Shrink billing cycles with standard invoice templates. Invoice walk-in clients on the same day through one-screen, single-screen quick-bill capabilities.

- **Flexible Client Payment Options** Prevent bill returns using Legal Electronic Data Exchange Standard (LEDES)-based electronic invoicing. Get paid faster and improve collection rates with integrated, secure credit card processing.[1]

- **Simplified Accounting and Financial Reporting** Ensure compliance with trust accounting requirements through built-in rules. Prevent overdraws on client trust accounts with automatic transfers during billing. Choose from more than 50 standard reports to better understand your firm's financial health.

- **Broad Range of Integrations** Import use information from control devices on telephones, copiers and other office systems and allocate client and firm expenses automatically for complete capture of all activity. Export data into Adobe® PDF, Microsoft® Excel®, Microsoft® Word, Corel® WordPerfect® or Intuit® QuickBooks® formats.

- **24/7 Remote and Mobile Connectivity** Remove the hassles associated with being out of the office. Help keep firm finances and matters as well as your calendar, notes and tasks organized and in control with the PCLaw Mobility service.[2] Use a Web-enabled mobile device and the PCLaw Mobility service for real-time access to key PCLaw functions, such as time and expense entry. Synchronize mobile devices with Microsoft® Outlook® for access just to calendar and contact information.

### LexisNexis®

## Case and Matter Management

Increase client service levels while keeping your firm running smoothly with PCLaw software's centralized case and matter management capabilities.

- Save all people, contacts and critical information related to your cases, matters and firm.

- Organize communications, notes, documents, events and more.

- Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records.

- Recall *lexis.com*® and Web research search results URLs.

## Billing and Collections

Meet client billing needs while reducing your internal billing cycles with PCLaw software.

- Support special client requirements including: hourly, flat-fee, split, contingency, retainer and task-based billing.

- Use the standard bill formats included, create new bill templates or customize bills for individual clients.

- Comply your electronic billing with various LEDES formats.

- Create bills on demand for clients in one step using quick-bill capabilities.

- Ensure the accuracy of your accounting records with a single system that incorporates work-in-progress, accounts receivable, trust accounting, and client ledger information.

- Get paid faster and improve collection rates with integrated, secure credit card processing powered by PayPros®.

## Time and Expense Capture

Generate more revenue for the firm by capturing more billable hours with PCLaw software.

- Track billable hours and expenses with traditional timesheets or timer plug-ins available for browser and office applications.

- Use the Time Entry Advisor to receive a reminder at the end of each day about that day's unbilled tasks.[3]

- Review and filter all unbilled activities in the Time Entry Advisor, then easily create multiple time entries.

## Accounting

PCLaw software provides your firm with essential legal accounting capabilities.

- Write checks and receive client payments.

- Handle client trust funds confidently with built-in accounting safeguards.

- Reconcile trust and general bank accounts easily.

- Manage accounts receivable and payables.

- Process the firm's payroll and prepare federal and state tax forms securely—in seconds—with tools powered by ADP.[1]

- Choose from a variety of reports to monitor your firm's finances and client work to include financial statements; productivity reports by staff, client or practice area, or client ledger activity.

- Export accounting data to QuickBooks, reducing the re-work and cost often associated with data entry into multiple systems.

## Security

Advanced security capabilities help prevent unauthorized access. Increase client service levels while keeping your firm running smoothly through centralized case- and matter-management in PCLaw software. PCLaw enables your firm to restrict access to sensitive areas of the program such as client and matter data, check writing, reporting, financial information and system settings. Audit-trail capabilities log all system entries.

The PCLaw Mobility service enables you to capture billable time and expenses as they occur, search for information and centrally manage clients, matters and your calendar using most Web-enabled smartphones and other mobile devices.

"PCLaw helps our firm contain costs. We're able to function with a leaner staff than we would otherwise need ... And the staff we have doesn't need to focus so much on things that aren't valuable billable tasks for the client."

—Stephen Anderer, Partner, Momjian Anderer, LLC

## Mobility

Mobile PCLaw services help your firm save time and money while attorneys and billable staff are on the go.

- Enter time and expenses as they occur through the secure, Web-based PCLaw Mobility service, to eliminate billing hassles at the end of the month.

- Obtain PCLaw matter, client calendar, notes and task information in real time with the PCLaw Mobility service —without calling the office.[2]

- Use the PCLaw Mobility service from most Web-enabled, mobile devices and smartphones with live Internet connections, such as Apple® iPad®, Apple® iPhone®, BlackBerry®, Android™ and Microsoft Windows® Phone-based devices.

- Integrate smartphones and other Web-enabled mobile devices with Microsoft Outlook for access to calendar and contact information.

## Your Success Matters: Support Options

The PCLaw Annual Maintenance Plan gives your firm access to the latest software features and functionality and direct access to world-class support and training resources.

A subscription to a PCLaw Annual Maintenance Plan includes:

- The PCLaw Mobility service (available to customers on PCLaw 11 or higher)— allowing you to access key PCLaw features from most Web-enabled smartphones and other devices for greater organization and client service levels.

- New software releases—enabling you to take advantage of the latest product features and enhancements during the term of your plan.

- Service packs—ensuring your firm's software is updated so that it runs smoothly.

- Individual corrective content releases —addressing a Level 1 or Level 2 high-severity issue rapidly, should it occur.

- Anytime Training—giving you access to self-paced, interactive Web-based training 24x7x365 for answers to your questions at your convenience.

- Live answer technical support—providing access to our world-class technical specialists for assistance with issue diagnosis and resolution (available Monday through Friday from 8 a.m. to 8 p.m. ET excluding holidays).

Additionally, LexisNexis has an extensive network of Certified Independent Consultants your firm can rely on for consulting services, "best practices" implementation, advanced technical services and training.

## Converting to PCLaw Software

Minimize the pain of transitioning from your firm's current system to PCLaw software with data conversion services that transfer the most critical information needed to get up and running in a timely fashion. Call us at 888.508.2691 to learn what other accounting, billing and case management systems we can convert from including Timeslips®, Tabs3™, Amicus Attorney®, Amicus Accounting™, AbacusLaw™ Gold and more.

## Using PCLaw Software with Your Current Systems

PCLaw software integrates with Microsoft Office, Corel WordPerfect, and forLexisNexis® practice management subscribers, with Time Matters® software. PCLaw software provides timer plug-ins that enable your firm to capture more time while working in other applications you use every day. Client and billing data can be shared with Time Matters software. Documents can be scanned directly into the PCLaw software using Fujitsu® ScanSnap desktop scanners.

---

### Request a FREE trial[†]

*Go to* **www.lexisnexis.com/pmtrial** *to request a limited 30-day free trial of PCLaw software.*
*For more information call* **888.508.2691**
*or visit* **www.lexisnexis.com/pclaw**.

---

[1] Charges for third-party credit card processing, payroll and data conversion services are in addition to the subscription fees for PCLaw software and an Annual Maintenance Plan. A separate subscription is required for use of the *lexis.com* service. Use of *lexis.com* is subject to additional terms and conditions.

[2] Mobile access to PCLaw notes and tasks available in PCLaw Mobility 1.3 and newer releases.

[3] Time Entry Advisor available in PCLaw 12 and newer releases.

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

**LexisNexis®**