

# IDENTIFYING THE BEST PRACTICE MANAGEMENT SOFTWARE

BY SUSAN L. TRAYLOR



“**W**hat is the best practice management software?”

In my extensive work advising on law office practice, there is no question that I am asked more frequently. As a practice management adviser for the State Bar of Arizona’s Law Office Management Assistance Program (LOMAP), I work with lawyers and their staff every day regarding systems and procedures to help them manage their day-to-day work.

There is a good reason LOMAP is interested in practice management software: It is a tool that, when used correctly, can help lawyers stay

on top of many of the ethical rule requirements that head the list of most-common Bar charges: Ethical Rules 1.3 (Diligence), 1.4 (Communications), 1.5 (Fees), 1.7 (Conflicts of Interest), 1.15 (Safekeeping of Property) and 43 (Trust Account).

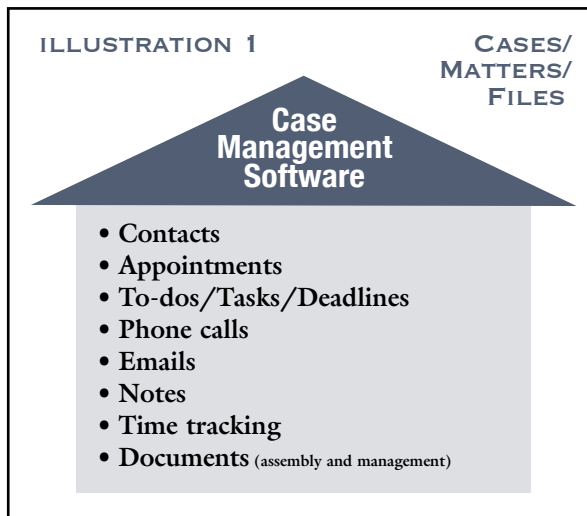
My typical response to that frequently asked question is, “I cannot tell you the best practice management software any more than I can tell you what house or car to buy for yourself.” Unsatisfying perhaps, but true: There are many factors to consider when selecting the software that is the best fit for you and your firm. Most all of us know

something about cars and houses. But if you have never used it, you’d better learn something about this legal-specific category of software.

## DEFINING “PRACTICE MANAGEMENT SOFTWARE”

Historically referred to as “case management software,” practice management software (PMS) is a category of software designed specifically for the legal field. The primary distinction is that it is case-centric, rather than contact-centric like many of the non-legal-specific contact manager software that has

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ment, date-setting, appointments and billing time tracking. These functions are referred to as front office.

Typically, the time, billing and accounting functions (bills, expenses, payments, trust account, general firm accounting, and so forth) were handled by one or two staff in the firm (i.e., the bookkeeping staff or accounting department). These functions are referred to as back office. Software developed

Examples of traditional case management software are Abacus Law, Amicus Attorney, Time Matters, Practice Master, Legal Files, Client Profiles, ProLaw, Perfect Office, Daylite (Mac), Lawstream (Mac). (For detail on a wide variety of such software, see the table on page 32.)

See illustration 1 above.

### TWO PARTS OF THE OFFICE

Two other important concepts to understand are “front office” and “back office.”

If you think about the traditional law firm, the lawyers, paralegals, secretaries and clerks handle people, phone calls, email, document-generation, document-manage-

specifically for this back office function became popular independently from the front office (or case management) software.

Examples of back office software that do time, billing and accounting functions are LexisNexis’ PCLaw, Juris, Abacus Accounting, Amicus Accounting, QuickBooks Pro, LexisNexis’ Billing Matters. Those that do time and billing are Tabs3/Tabs3 Trust Accounting, TimeSlips, EasyTimeBill/EasyTrust, Amicus Premium Billing, Tussman, Bill4Time, BillQuick and more.

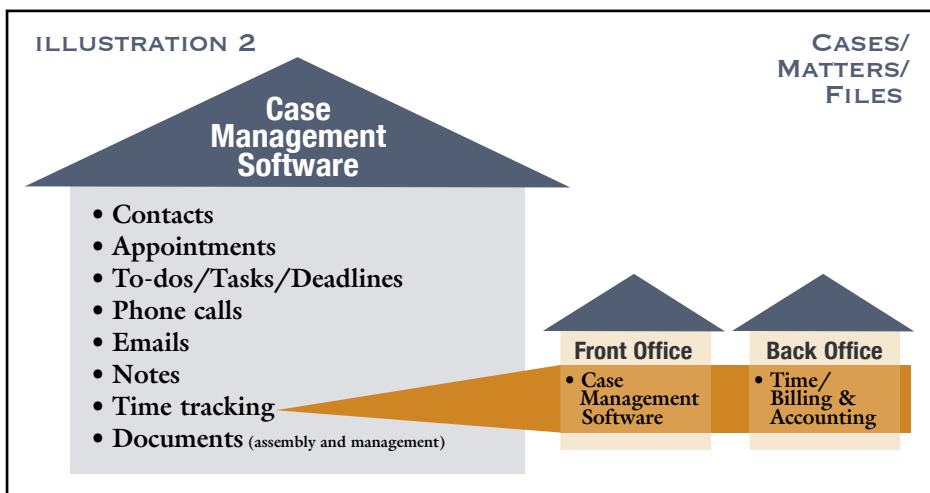
(For detail on a wide variety of time-billing software, see the table on page 36.)

See illustration 2 below.

flooded the market.

Lawyers work on cases (or matters or files). Although the client (a contact) may continue on for years, it is the case that has a beginning, middle and an end. There are people (other contacts), communications, documents, due dates, appointments, billable time, all related to the case.

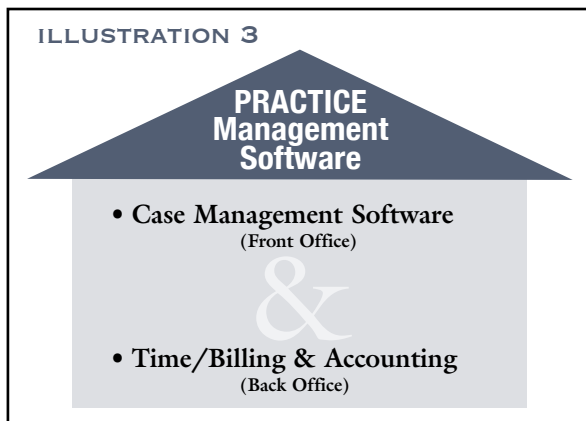
Likewise, the lawyer may represent the same client for different cases, either simultaneously or sequentially, all of which cases have related (or linked) people, communications, documents, due dates, appointments and billable time.



As case management software grew in popularity, so grew a demand for the front office software to “talk to” (integrate with) the back office software. As a result, front office software developed “links” to the various back office software. That way, you could continue using your preferred back office solution, and simply add to it front office features, or vice versa.

The Contact and Case information is typically shared in both directions, whereas the time records are unidirectional. That is, once tracked in the front office, the time records are sent to the back office. Eventually, many of the practice management (front office) software developed their own back office software so that everything would be seamless to set up and so that front office and back office software would play nicely together. In some situations, the back office is built-in to the front office; in other situations, it is a separate program or module

See illustration 3 below.



In summary, PMS today is most commonly used to describe the front office functions, either with a built-in back office functionality or the ability to “link with” (or talk to) another software designed to handle the back office functions.

### TRADITIONAL SOLUTIONS MEET MODERN TRENDS

The PMS solutions discussed previously have been around for many years. Those traditional solutions are software that you purchase, install on your server and/or computers in your firm, and you own the software and the data you put into the software. You typically subscribe to an annual support plan

with the vendor and, if you are doing it correctly, you also pay for initial training and initial setup help. Depending on your needs, as well as the particular software you purchase, you may need routine customization and maintenance of that software. The vendor periodically announces software upgrades, at which time you wonder whether you need to upgrade or not.

Over the past four years, several new PMS options have appeared on the market. These newer solutions have taken advantage of the recent acceptance of cloud-based technology (aka SaaS or Software-as-a-Service), where the vendor holds both the software and the data, and the user merely subscribes on a monthly basis to use the software.

The SaaS solutions are appealing because the firm does not need to invest in high-end servers and does not have to invest in ongoing maintenance and upgrades. In addition, the software is accessible from anywhere there is Internet access, and many of the solutions have time, billing and trust accounting functions built-in with the front office functions.

Though the SaaS solutions are ahead of the traditional solutions on mobility (cloud-based access from anywhere), some of the SaaS products are slow to develop document assembly and email integration, features that are standard in traditional PMS.

Examples of these SaaS or cloud-based practice management solutions are Clio, Rocket Matter, HoudiniEsq, LexisNexis’ Firm Manager, Abacus Sky, ProTempus,

completeLaw Web and LiviaLegal.

In effort to compete with the attractive mobility functionality of the cloud-based solutions, many of the traditional PMS have developed features that allow users to access contacts, cases, appointments, to-dos, time, and/or expenses from their smartphones. Examples of this are Amicus Mobile, LexisNexis Time Matters Mobility.

### PRACTICE-SPECIFIC PRACTICE MANAGEMENT SOFTWARE

If you practice in a specific area of law, there is software designed specifically for your practice area. That is not to say that generic, out-of-the box software cannot be cus-

tomized to accommodate these specific practice areas (and some even offer practice-specific modules at an additional charge). It simply means that if you are practicing in one specific area, and that area only, it may be a good idea for you to start by researching those software options first.

Keep in mind that some of these practice-specific solutions may not include all of the basic features of the out-of-the-box traditional PMS. Examples of practice-specific software are ImmPro, LawLogix, (immigration), BestCase (bankruptcy), Needles, TrialWorks (personal injury), Justware (public law) and Serengeti (corporate legal).

### WHAT PRACTICE MANAGEMENT SOFTWARE IS NOT

When the American Bar Association’s Legal Technology Resource Center performed a survey of law firms, asking them which PMS they used, a large percentage of firms responded that they use Outlook. Although Outlook may be a great tool in helping lawyers manage their day-to-day schedules, deadlines, contacts and emails, it does not fall under the category of PMS. It is contact-centric software, not case-centric software.

(Note: The exception to this is an Outlook “plug-in” called Credenza, which adds case-centric functionality to Outlook. Credenza is a hybrid type of SaaS. Although you must subscribe to the software, which is added to your Outlook, you always retain the active data in a file on your computer.)

Many lawyers confuse PMS with document management software (DMS). In the quest to go paperless, many firms are looking for software that will help them manage digital documents. But while many PMS do have DMS capability built-in or have the ability to link with many DMS, most DMS do not have in practice management capability. So although your DMS solution may go far to take you to the paperless law office, it will fall short of helping you stay on top of those ethical rules on diligence, communication, fees (time tracking) and conflicts. Examples of Document Management Software are Worldox, iManage/Autonomy, OpenText and NetDocs.

There is yet another category of law practice software called “litigation support” software. This is software designed to manage litigation documents (e.g., evidence, depositions, annotations). Though some of the

PMS may integrate with litigation support software, litigation support software is more closely related to DMS and does not have the features of PMS. Examples of litigation support software are Summation, Concordance, Sanction, Trial Director, Vision and CaseMap.

Finally, PMS does not mean Google Apps, or Microsoft Office 365. Though these may be very attractive because they are free or inexpensive, they do provide some basic recordkeeping functions (calendar, documents, communications). And although they may have some features (like Google voice) that are attractive and helpful to lawyers starting a practice or transitioning to a paperless office, they are not designed specifically for law practice and therefore would not be categorized as a full-featured PMS.

## HOW DO YOU GO ABOUT CHOOSING PRACTICE MANAGEMENT SOFTWARE THAT FITS?

### BASIC FEATURES

If you really use your PMS, you will find that you “live in it” every day, as you do a house. Just as you would expect a house to have basic features such as kitchen, bathroom, bedroom, living room and perhaps a dining room, you should expect any good PMS to have the following features: contacts, cases/matters/files, appointments, to-dos, automated calendaring, phone records, the ability to save incoming and outgoing emails and attachments, timekeeping, basic document assembly, basic document management, and billing and accounting or a link with billing and accounting software.

### DISTINGUISHING FEATURES

In addition to basic features, you may prefer a few bells and whistles, like a walk-in closet or three-car garage. Likewise, the PMS differ. It is in this area where you may begin to quickly narrow down your choices. Examples of distinguishing features are: particularly robust document management functionality; notably user-friendly features like automated calendaring, document assembly or conflicts of interest features; instant messages to be used within the firm;

ability to color-code the calendar entries; strong reporting capabilities; and ability to create your own record types.

### INTEGRATION WITH BILLING/ACCOUNTING SOFTWARE

For instance, you may be using Timeslips, PCLaw, Juris, Tabs3 or QuickBooks Pro for your back office and prefer not to change. You would then need a PMS that plays nicely with that software.

### INTEGRATION WITH OUTLOOK, NOVELL OR OPERATING SYSTEMS SUCH AS MAC

Because smartphone (iPhone, Droid, etc.) and iPad/tablets are a major driving force behind the move to be mobile and go paperless, this is one of the most important issues to be considered when selecting PMS solution for your practice.

### STANDOUT FEATURE(S)

One of the ways the PMS compete with each other is in the area of standout features—having one or more features that the other software do not have or do not do as well. Examples: Abacus Law’s PDF Form Fill, web-based intake form feature, or practice-specific Matter screens; Time Matters’ tight integration with LexisNexis research or timetable for setting up frequently used deadline intervals; Amicus Attorney’s Library for storing and organizing firm resources, phone and email “inbox” called “ComCenter”; and ProLaw’s tight integration with Westlaw research.

### MOBILITY

How do you want to work remotely with your PMS? Will you have it installed at your office and merely need to “login” to access information? Or will you be a mobile lawyer who does not want to be restricted to a brick and mortar office? Will you use VPN (Virtual Private Network) or GoToMyPC or LogMeIn to log directly onto your computer from outside the office? Or do you have a branch office that will routinely need to access the firm network? Does the PMS offer different remote access options (e.g., Terminal Services)?

### STYLE

Just as you may choose a house because you like the layout or the windows or the yard, it is important that you choose a PMS

solution that appeals to you aesthetically. You will be opening your software every day and “living” in it. Understandably, if you are not accustomed to working in a database or PMS, you may need some initial training to become familiar with how to get around in it, but you should get a good sense of your comfort level in the software during a free demonstration. If you have other staff in your firm, consider their comfort level, too.


### TRAINING, SUPPORT

Setup, implementation and training are key to successfully using your software. With the traditional PMS solutions, many vendors are transitioning to a fee schedule that includes annual support and, in fact, requires that you maintain that support on an annual basis. Typically, these vendors also provide many options for training (e.g., bundled training sessions at the time of software purchase, web-based classes, local consultants who can come to your firm, or trainers sent to your office). Some vendors give free webinar trainings.

## WHAT IS THE BEST PRACTICE MANAGEMENT SOFTWARE?

The second-most frequently asked question I receive about PMS comes from firms that insist a product they currently use cannot perform a particular function—so they want to switch. More often than not, after a bit a research, we discover that in fact their software can perform that function. They simply did not know it.

The conclusion from all of this is that there are many excellent PMS solutions on the market these days. Much of the success of any PMS solution is proper selection, setup, training and implementation. Ultimately, the best PMS is:

- The one that gets used
- The one that gets used effectively by everyone in the firm
- The one that accomplishes the requisite tasks (basic features of PMS)
- The one that plays nicely with your other software and devices
- The one that stays competitive with technological developments
- The one that gives you a return on your investment
- The one that is there when you need it 



<b>Software</b>	<b>Description</b>	<b>Price</b>
Name, Phone and URL	(according to vendor web site)	
<b>Abacus Law</b> (800) 726-3339 www.abacuslaw.com	Simplify Your Practice: <b>AbacusLaw is an all-in-one, easy to use solution designed specifically for law firms.</b> With our fully integrated practice management software, you will be able to work more efficiently, lower risk and improve client service ... legal calendaring software, contact management, case management, document handling, document production, conflict checks, phone messaging, time capture, law office billing and accounting—so you can do anything and retrieve anything from one location ... AbacusLaw is the only software that can combine multiple practice areas so easily.	Versions available in: <ul style="list-style-type: none"> <li>• AbacusLaw: front office only</li> <li>• AbacusLaw Gold: front and back office</li> <li>• Enterprise: Fortress version</li> <li>• for different Practice-Specific versions for several practice areas.</li> </ul> Contact vendor for price quote.
<b>Abacus Sky</b> (800) 855-222-2878 www.abacuslaw.com	SaaS (Software as a Service) Abacus Sky comes with AbacusLaw... (see above) ...Microsoft Office and Outlook, a Microsoft Exchange Server, state-of-the-art security, daily back-ups and 24/7 management. Easily add any other software you wish.	See vendor website for more detail.
<b>Amicus Attorney</b> (800) 482-9227 www.amicusattorney.com	Amicus Attorney is designed to help legal professionals improve the efficiency and profitability of their firms and to help them get the most out of the time they spend practicing law. ... Designed by lawyers for lawyers, this world leading software provides a comfortable, familiar environment. ... Manage every aspect of your practice from Files, to Contacts, to Calendaring, to Time Tracking, E-mail to Phone Calls, Documents to Research.	Small Firm Edition (<10 Users): <ul style="list-style-type: none"> <li>• \$499/1<sup>st</sup> User</li> <li>• \$399/Ea Add'l User</li> </ul> Premium Edition (>10 Users): <ul style="list-style-type: none"> <li>• \$999/1<sup>st</sup> User</li> <li>• \$599/Ea Add'l User</li> </ul> Amicus Small Firm Accounting: <ul style="list-style-type: none"> <li>• \$399/1<sup>st</sup> User</li> <li>• \$299/Ea Add'l User</li> </ul> Amicus Premium Billing: <ul style="list-style-type: none"> <li>• \$199/User</li> </ul> Amicus Mobile: <ul style="list-style-type: none"> <li>• Server: \$499/User</li> <li>• Licenses: \$149/User</li> </ul>
<b>Client profiles (Case Management)</b> (770) 640-0300 www.clientprofiles.com	Providing solutions that span a suite of product offerings including Case Management, Financial Management, Document Management, Client Relationship Management (CRM) and Document Imaging. ...Whether your law firm's area of practice is Personal Injury, Workers Compensation, Insurance Defense, Litigation or Transactional, to name just a few, Client Profiles is ready to provide a technology solution that is tailored to meet your specific needs.	See vendor website for more detail.
<b>Clio</b> (888) 858-2546 www.goclio.com	SaaS (Software as a Service) Completely web-based, Clio is a practice management system that is specifically designed for solo practitioners and small law firms. Your important client data is securely accessible anywhere—from your PC, your Mac, and even your iPhone.	Monthly Subscription Fee: <ul style="list-style-type: none"> <li>• \$49/mo per attorney</li> <li>• \$25/mo per support staff</li> </ul>
<b>completeLaw</b> (877) 283-9035 www.completelaw.com	From case management, client files, contacts, and calendars to time tracking, billing and accounting ... integrates all major functions ... syncs with Outlook ... server or web-based document management ... Law Web in the cloud ... also available for Workers Comp ... Personal Injury.	See vendor website for more detail.
<b>completeLaw – Web</b> (877) 283-9035 www.completelaw.com	SaaS (Software as a Service) Set up a Virtual Office – Office without walls. All persons stay connected with each other from anywhere. Manage tasks, appointment, court appearances, billings, and documents from one place. Check-in check-out / version control – know who has document now! Create and Manage email.	Monthly Subscription: <ul style="list-style-type: none"> <li>• Start at \$49 for solos;</li> <li>• Lease plans for 2-100 persons</li> </ul> See vendor website for more detail.
<b>Credenza</b> www.credenzasoft.com	Microsoft Outlook Add-on Turns Outlook into a professional practice management system. ... Organize client, matter ... e-mails, contacts, appointments, tasks and notes ... keep time entries ... organize documents ... make notes of phone calls ... practice management utilities and reports.	Monthly Subscription Rate: <ul style="list-style-type: none"> <li>• Credenza Basic—Free</li> <li>• Credenza Pro—\$24.95/month</li> </ul>
<b>Courtview</b> (585) 218-0420 www.courtview.com	For State and Local Courts ... Prosecuting and Defending Attorneys ... Justice Administrators and Public Safety Managers.” “CourtView CMS is our general case management system (CMS). For general jurisdictions we provide JusticeMAX	See vendor website for more detail.
<b>Daylite Productivity Suite</b> www.marketcircle.com/daylite/ (not a legal-specific software, but does have legal professionals template. For Apple computers.)	For Mac only This database template is designed to help attorneys and other legal professionals understand how Daylite can organize information and manage business processes more effectively. You can completely customize this template and enrich the content by adding information relevant to your practice. Law on the Mac = productivity.	<ul style="list-style-type: none"> <li>• Single License/ \$229.95 and up</li> <li>• 5 Users / \$1,699.95</li> <li>• 10 Users / \$2,649.95</li> <li>• 25 Users/ \$5,449.95</li> <li>• 50 Users/ \$9,899.95</li> <li>• Or \$29.95/per user per month</li> </ul>

Software Name, Phone and URL	Description (according to vendor web site)	Price
<b>Gryphon Legal Software</b> (805) 456-2050 www.grysoft.com	<i>Complete</i> case and practice management software for solo practitioners and small to mid-size firms. Every aspect of the program is fully functional without any add-ons or extras” ... “between litigation and transactional mode.	\$19.95/mo. subscription. See vendor website for more detail.
<b>Justware (New Dawn Technologies)</b> (877) 587-8927 www.justware.com	Government Case Management ... The unique design and flexibility of our JustWare Solution Suite programs offer standalone or combined case management and workflow solutions that can be used individually by your courts, prosecutors, probation and parole, pretrial services and public defender agencies (also available in SaaS).	See vendor website for more detail.
<b>Lawbase</b> Synaptec Software (800) 569-3377 www.lawbase.com	LawBase is a computerized Case and Matter Management System designed to increase the productivity and profitability of your office. LawBase is currently being used by thousands of law office personnel across the country, from solo practitioners to law firms with 750-plus attorneys to the legal departments of Fortune 500 companies to governmental agencies. ... Case Notes, Smart Folders, Docketing, Document Assembly, Contacts, Conflicts, Workflow	See vendor website for more detail.
<b>LawStream</b> (250) 247-9999 http://www.lawstream.com/	For Mac and Windows/Vista Integrated computer program for managing time, money, contacts, and other information in law offices	\$800 per 1st user (package pricing for more users)
<b>LegalEdge</b> (610) 975-5888 www.legaledge.com	ince its inception in 1989, LegalEdge has been providing legal case management software to Law firms, Corporate Legal Departments, Prosecutors (including adult and juvenile), Public Defenders, Juvenile, Attorneys General, City and County Attorneys and State and Local Government agencies. ... Knowledge management ... Cross-Platform suite of Case Management Web Applications. These easy-to-use Case Management applications are built on an n-tier, J2EE core platform, which is highly scalable and fully customizable and offers full .NET support	See vendor website for more detail.
<b>LegalFiles</b> (800) 500-0537 www.legalfiles.com	Full-featured case and matter management system lets you organize all your contacts, documents, deadlines and data within a proven, flexible set of practice-specific windows and workflow that can be easily customized to your office. Our premier legal software offers exclusive, seamless two-way integrations with Microsoft Outlook, Lotus Notes and Novell GroupWise, so you can save all your file related e-mails, calendars and tasks in one place, sharing this information with others and dramatically improving workflow management.	See vendor website for more detail.
<b>LexisNexis Firm Manager</b> (800) 328-2898 www.myfirmmanager.com	SaaS (Software as a Service) You went to law school to be a lawyer – not to manage the business of your practice. ... LexisNexis® Firm Manager™ provides a seamless interface to run the business of your practice – in or out of the office. Using this unique practice management system, you will provide superior service to your clients with confidence you have all your information instantly accessible.	\$44.99/per user per month
<b>LexisNexis PC Law</b> (800) 328-2898 www.pclaw.com	PCLaw™ is an easy to use foundational solution for managing matters, helping ensure compliance with trust accounting rules, tracking time and expenses, billing, payroll and more. PCLaw is a flexible tool fine-tuned for law professionals, and is the most widely used practice management software in North America. Join 30,000 firms just like yours who trust PCLaw to manage their practice.	\$950 1st user license \$480 each additional user license (price incl. 1st year maintenance plan)
<b>LexisNexis Time Matters</b> (800) 328-2898 www.timematters.com	Time Matters® software provides new ways to help law firms, legal departments and other organizations streamline operations to save you time and make your firm more efficient. Time Matters allows you to manage cases, contacts, your calendar, documents, communications, time tracking and other daily activities. Time Matters has been the choice of Law Firms, Legal Departments and other organizations for the past 20 years	\$950 1st user license \$550 each additional user license (price incl. 1st year maintenance plan)
<b>Livia Legal</b> (888) 548-4248 www.livialegal.com	SaaS and Virtual Support Services From LIVIA’s highly secure and cloud based practice management platform, LIVIA delivers: Comprehensive Practice Management Capabilities; State of the Art Portal Technology and Security; On-Demand Dedicated Professional Services and Support; Effective Client and Work Product Collaboration Tools”	See vendor website for more detail.
<b>Needles</b> (410) 363-1976 www.needleslaw.com	Customizable Case Management Software for law firms. Whether your law office consists of a solo practitioner or is a large law firm, Needles provides you with the tools necessary to manage matters efficiently, thus decreasing delays and increasing accountability and productivity. ... Needles’ legal case & practice management solution delivers the technology required to transform your firm into a more efficient and profitable law office.	<ul style="list-style-type: none"> <li>• \$1,000 1st 10 users</li> <li>• \$600 per user (11-20 users)</li> <li>• \$300 per user (21-40)</li> <li>• \$250 per user (41-250)</li> <li>• \$200 per user (251-500)</li> </ul>
<b>Orion</b> (800) 305-5867 www.orionlaw.com	Orion is the only solution your law firm will need to centralize your Financial Management, Firm Management, and Practice Management. ... Complete with powerful features such as e-Billing, Cost and Fee Recovery, and Document Imaging, Orion offers you turnkey law firm management and reporting. You’ll know exactly where you’ve been and where you’re going (available in SaaS).	See vendor website for more detail.

<b>Software</b> Name, Phone and URL	<b>Description</b> (according to vendor web site)	<b>Price</b>
<b>Perfectlaw All-In-One Software</b> www.perfectlaw.com	PerfectLaw® combines matter, contact, case and document management in the Front Office with full-featured Back Office timekeeping, billing and accounting to create the only true All-in-One® Software solution in the legal automation industry. It is the only fully integrated suite that doesn't require integration with other products for timekeeper calendaring and case management. With 30 years experience in the legal software industry.	See vendor website for more detail.
<b>Perfect Office</b> ADC Legal Systems (407) 843-8992 www.adclegal.com	Offers a legal software solution for your firm starting at \$23/month ... Case Management software adapts to your firm, not the other way around. ... Billing and accounting. ... Bankruptcy/Foreclosure, Litigation, Insurance Defense, Personal Injury, Corporate Counsel, Social Security, Other Specialty.	See vendor website for more detail.
<b>The Plaintiff</b> (877) 202-0235 ext. 101 www.theplaintiff.com	Plaintiff's Attorney Software – Accounting and Case Management ... integrates with QuickBooks ... case management, document management, accounting, time and billing...calendar ... forms	See vendor website for more detail.
<b>Portal4Law</b> www.portal4law.com (650) 396-7376	SaaS (Software as a Service) "Portal4Law is the one online practice management solution expressly designed to offer attorneys, legal departments, paralegals, and experts greater functionality at an affordable price.	<ul style="list-style-type: none"> <li>• \$39.99/per user per month</li> <li>Or</li> <li>• \$36.66/user per month if purchasing 12 months</li> </ul>
<b>Practice Master</b> (402) 423-1440 www.tabs3.com	PracticeMaster is a practice management system, in use since 1988, that is recognized for its flexibility, integration and customization capabilities. ... Integrates with Tabs3 Billing Software, QuickBooks®, Outlook®, Microsoft Word®, WordPerfect®, WORLDOX®, CompuLaw®, iManage® and HotDocs® Blackberry (using Outlook), Palm, Paperport.	Basic: <ul style="list-style-type: none"> <li>• Starts at \$150/1st User</li> <li>• And \$95/ea. Add'l User</li> </ul> Premier: <ul style="list-style-type: none"> <li>• Starts at \$395/1<sup>st</sup> User and</li> <li>• \$195/ea. Add'l User</li> <li>• \$65-150/1<sup>st</sup> User Ann'l Support</li> </ul>
<b>ProLaw (Elite)</b> (800) 977-6529 www.elite.com/prolaw/	ProLaw software suite is designed to automate the practice and manage the business of law. Comprehensive features simplify, streamline and coordinate the work of attorneys and staff in small and mid-size law firms, corporate legal departments and government law offices. Built from the ground-up on a unified database, ProLaw combines case and matter management as well as time entry, billing and accounting capabilities within a single integrated solution.	See vendor website for more detail.
<b>Prosecutor II</b> (800) 237-0723 www.microfirm.com	District Attorneys, County Attorneys, Criminal Prosecutors, States Attorneys, Commonwealth Attorneys and other prosecutors performing criminal and civil case management	\$1,100 per PC
<b>Rocket Matter</b> www.rocketmatter.com	SaaS (Software as a Service) Rocket Matter is a web-based, practice management and time & billing solution designed exclusively for the legal industry.	Monthly Subscription Fee: <ul style="list-style-type: none"> <li>• \$59.99/mo/1st user</li> <li>• \$49.99/mo/2-6th users</li> <li>• \$39.99/mo/7-20th users</li> <li>• 20+ users – contact vendor</li> </ul>
<b>Saga Practice Manager</b> (800) 222-3066 www.sagasys.com	Highly advanced practice and case management software program, using the latest and most robust technologies. From the ground up, the program was designed for Windows 2000/2003/XP/VISTA. It uses the award winning Microsoft SQL Server as its database engine, and allows scalability from a single user to 1001 ... including but not limited to Personal Injury, Medical Malpractice, General Negligence, Litigation, Real Estate, Matrimonial, Business Transactions, Criminal, and Collections.	See vendor website for more detail.
<b>De Novo CaseMgr (formerly Trial de Novo)</b> (800) 755-9744 www.denovosys.com	Designed by attorneys for attorneys; it's easy to learn, setup and use immediately ... from intake through depositions and discovery to settlement or trial...allows legal professionals to do valuable work from the day of installation, and they need NOT become computer experts.	<ul style="list-style-type: none"> <li>• \$399 / 1st station license</li> <li>• \$150 / add'l stations each</li> <li>• \$199 / add-on stations (add later after original purchase)</li> </ul> Free phone support
<b>TrialWorks</b> (800) 377-5844 www.lawex.com	Solutions are designed to help law offices, government agencies, and insurance companies in managing data. We invite you to browse our website and learn more about the exciting offerings from our company ... SQL version ... integrates with Quickbooks, Juris, PCLaw, Sanction, Summation (available in SaaS).	See vendor website for more detail.

<b>Software</b>	<b>Description</b>	<b>Price</b>
Name, Phone and URL	(according to vendor web site)	(according to vendor web site)
<b>AbacusLaw Accounting</b> www.abacuslaw.com	Legal software pulls together all the features you need – legal calendaring, contact management, case management, document handling, conflict checks, phone messaging, time capture, billing and accounting ... trust accounting – so you can do anything and retrieve anything from one location. (Accounting must be used with AbacusLaw front office)	Contact vendor for price quote.
<b>Amicus Accounting</b> Gavel & Gown www.amicusattorney.com	Complete time, billing & accounting program developed specifically for law firms. (Links with Amicus Small Firm Edition or available as a stand-alone product )	<ul style="list-style-type: none"> <li>• \$399 1st user license</li> <li>• \$299 each add'l license</li> </ul>
<b>Amicus Premium Billing</b> Gavel & Gown www.amicusattorney.com	Amicus Premium Billing adds billing, collections and trust to Amicus Attorney. It makes Amicus a complete practice management solution that manages both the professional and business sides of your practice. (To be used only with Amicus Attorney Premium)	<ul style="list-style-type: none"> <li>• \$199/1st user license</li> <li>• \$199/ea. add'l user license</li> </ul>
<b>Bill4Time</b> Bill4Time www.Bill4Time.com	SaaS (Software as a Service) Web-based time and billing software. ... Improve the way you run your business. Enter time and expenses on the go using your mobile phone, earn more money by tracking more time with accurate detail, and look professional and modern by sending invoices and getting paid electronically. Simple to use, easy to access.	Lite: <ul style="list-style-type: none"> <li>• \$19.99 / \$9.99 ea. add'l user</li> <li>• Up to 20 clients and 30 projects</li> </ul> Pro: <ul style="list-style-type: none"> <li>• \$39.99 / \$19.99 ea. add'l user</li> <li>• Unlimited clients and projects</li> </ul>
<b>Easy TimeBill</b> Easysoft 800-905-7638 www.easysoft-usa.com	Easy TimeBill is desktop legal billing software to track and enter billable time, generate invoices, receive payments and perform bank accounting. Users can issue checks, make deposits and perform bank reconciliation while also tracking billable personnel and billable activities.	<ul style="list-style-type: none"> <li>• 1st user license \$199</li> <li>• Each add'l license \$99</li> </ul> Free tech support and upgrades (Seamless integration with EasyTrust for trust accounting, too)
<b>Easy Trust</b> Easysoft 800-905-7638 www.easysoft-usa.com (Use only for trust account)	A fully integrated Trust Accounting program to manage client funds. Print checks and generate client ledger balances and bank reconciliation reports.	<ul style="list-style-type: none"> <li>• \$249 1 yr. license w/ tech support</li> </ul> Or <ul style="list-style-type: none"> <li>• \$499 purchase / \$99 ea. add'l</li> </ul> (Seamless integration with EasyTimeBill for time and billing function, too)
<b>Juris</b> LexisNexis www.juris.com	Juris is the leading billing and accounting solution for mid-size law firms in the United States. It's a powerful tool that gives you the insight to increase both profitability and partner income. Juris can help improve your firm's financial performance with streamlined billing, accounting, advanced reporting and on-demand performance intelligence that are vital to making informed business decisions. Juris allows your firm to make better business decisions.	Contact vendor for price quote.
<b>PC Law</b> LexisNexis www.pclaw.com	<b>All-in-One Matter, Billing and Accounting Management Software.</b> 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. Instantly run payroll with ADP®-powered tools.*	<ul style="list-style-type: none"> <li>• 1st new user license \$950*</li> <li>• Each add'l user license \$480*</li> <li>*Includes annual maintenance plan</li> <li>• 1st new user \$600</li> <li>• Each add'l user license \$400</li> </ul>
<b>QuickBooks Pro (QuickBooks Online; Quickbooks for Mac)</b> Intuit www.Intuit.com	Generalized small business accounting software; does have Professional Services version which gives the option to set up QuickBooks Pro for a legal-specific environment. Call LOMAP for trust account setup instructions.	Pro: Windows or Mac <ul style="list-style-type: none"> <li>• From \$229.95/single user</li> </ul> Online: <ul style="list-style-type: none"> <li>• From \$12.95/month</li> </ul>
<b>Sage TimeSlips</b> www.timeslips.com	Designed to simplify even the most complex billing cycle, Sage Timeslips includes all the basics you need to record your time and expenses and invoice your clients.	Contact vendor for price quote.
<b>Tabs3; Trust Accounting System; General Ledger</b> www.stilegal.com	Reliable legal time, billing and financial software that helps your law firm get bills out faster and increase productivity. Time/Billing, Trust Accounting, and General Ledger are sold as separate modules.	Contact vendor for price quote.
<b>Tussman</b> www.tussman.com	It tracks all your time and costs then automatically generates bills. It can also automatically create client costs from checks and charges (with the optional Accounting module).	Contact vendor for price quote.