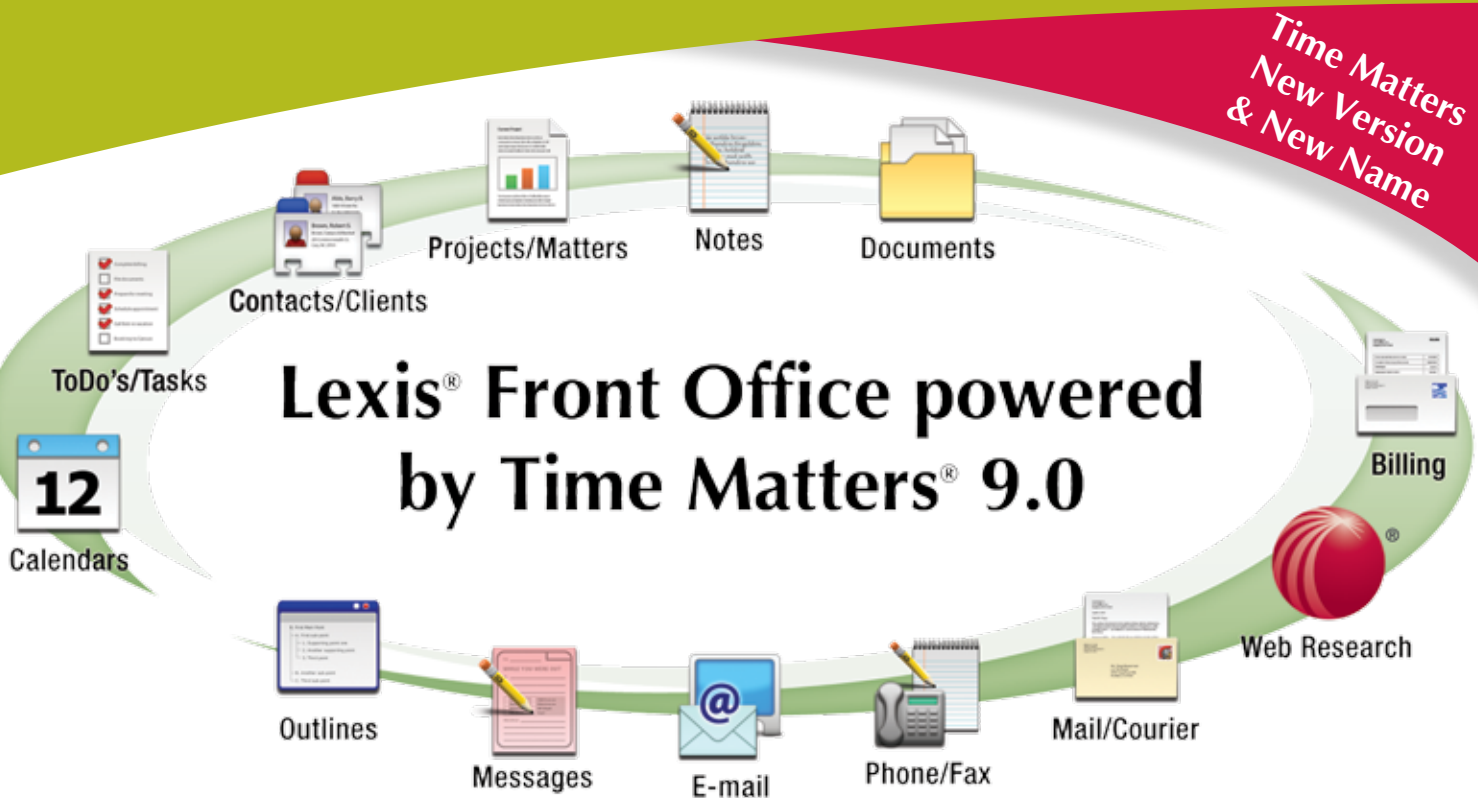


Practice More Productively with Lexis® Front Office powered by Time Matters® 9.0

Manage your practice activity, enhance firm profitability and exceed client expectations, day after day



Lexis Front Office powered by Time Matters helps you effectively manage the elements of your workday—calendars, e-mail, cases, clients, contacts, deadlines, communications, research, documents, billing and more. Exceed client expectations by having the critical information you need at your fingertips. Whether you're at your desk or on the go with a BlackBerry® wireless device, **Lexis Front Office** software helps you gain greater control than ever before ... and save more time to focus on practicing the law.

Lexis Front Office powered by Time Matters and its earlier versions constitute the legal profession's most widely used, most award-winning practice management software.

Case and Matter Management: Track all information critical to your case from one convenient application. Manage communication, notes, documents, events and more. Powerful search tools help you retrieve details quickly.

Calendaring, ToDo's, Tasks and

Deadlines: Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records. Create billing entries directly from events to capture more billable time. Synchronize your calendar and ToDo's with Microsoft® Outlook® and your PDA.

Contacts and People: Track all people and contacts related to your cases and your firm. The contact database is firmwide, and you can apply security that ensures only authorized staff may access sensitive records. Customize contact records to track all pertinent information, including documents, communication and the relationship of the contact to your cases and firm.

Document Management and Automation:

Associate your documents and e-mails with case and contact records to quickly and easily retrieve pleadings, briefs, memos and more. Save documents

directly from Microsoft® Word, Microsoft® Excel®, Adobe® Acrobat® Reader, Microsoft® Internet Explorer and Corel® WordPerfect®. Generate flawless client and court papers in seconds and integrate with the HotDocs® document assembly program.

Communications Management:

Manage all client- and firm-related communications, including e-mail, letters, phone calls and mail. E-mail tools include spam blocking and MAPI fax support, as well as integration with MAPI-compliant e-mail, such as Outlook®, Novell® GroupWise®, Netscape® and Internet Mail. Link e-mails and attachments to your cases directly from Outlook.

Notes: Gather and save text—from research results to meeting outcomes—and save each note with related matters.

Superior Time Tracking: Track time as you work to gain greater accuracy and completeness. Each activity or record tracked and captured in Lexis Front Office can be turned into an entry for client billing. You can also integrate with Lexis® Back Office powered by Billing Matters® or PCLaw™.

Web Research: Run one efficient search across Lexis Front Office records, Outlook folders, Web sites and the *lexis.com*® service.

Mail/Courier: Easily track incoming and outgoing deliveries in a searchable, sortable list.

Practice Mobility: Access files and contact information, and track time on your PDA. Lexis Front Office supports leading PDAs, including BlackBerry, Windows® Smartphone and Palm OS® handhelds. Built-in laptop synchronization lets you access data when you are out of the office.

Flexibility: Adapt Lexis Front Office to your work habits. Powerful customization and automation features streamline workflow and support collaboration. Features such as auto-entry forms, custom record types, Triggers and Chain Templates allow you to tailor tools to the way your firm works—not the other way around.

Outlines: Effectively plan your case strategy with a robust outlining tool and links to related tasks, events, deadlines, contacts, etc.

Flexible Lexis Front Office integrates seamlessly with other practice software, including:

- **HotDocs®**—you can automatically create documents using data saved in Lexis Front Office
- **The Martindale-Hubbell® Lawyer Locator**—you can search the Lawyer Locator from any Lexis Front Office contact record
- **CourtLink®**—you can link to CourtLink litigation strategy and marketing tools from any matter record in Lexis Front Office
- **lexis.com access at www.lexis.com**—you can save your research and store it by matter and client
- **Lexis Back Office** powered by Billing Matters or PCLaw
- **CaseMap®** case analysis tools
- **More than a dozen leading software packages** including Intuit® QuickBooks®, Tabs3™, Timeslips®, Juris® from LexisNexis® and more ...

For more details, contact your **LexisNexis account representative**, call **800.328.2898** or visit **lexisnexis.com/front-office-time-matters**

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