PCLaw® Billing and Accounting Software

Thousands of law firms and legal departments trust award-winning PCLaw software to help them 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 an integrated system.

REQUEST A FREE TRIAL[†]

Go to www.lexisnexis.com/trialpclaw to request a limited 30-day free trial of PCLaw billing and accounting software. For more information, call **1-800-328-2898** or visit www.lexisnexis.ca/pclaw.

60-DAY MONEY-BACK GUARANTEE[‡]

Order PCLaw and try it for 60 days. If you are not satisfied, contact us within 60 days for a full refund.

LexisNexis®

Increase Efficiency, Cash Flow and Profits with

PCLaw® Billing and Accounting Software

PCLaw billing and accounting software helps you to:

- Organize contacts and matters.
- Manage client identification and verification.
- Record case notes, client emails and documents.
- Manage office bank accounts.
- Handle client trust funds confidently with built-in accounting safeguards.
- Perform payroll processing powered by ADP®*.
- Reconcile trust and general bank accounts easily.
- Track time and fees in the office or on the go.
- Capture client expenses.
- Create bills with custom client invoices
- Track accounts receivable.
- Manage accounts payable.
- Improve collections with credit card processing from Payment Processing Inc. (PPI)**.
- Produce productivity reports and financial statements.
- Track appointments and to-dos (calendar events).

Integrated credit card and payroll processing available with PCLaw

- See details on integrated credit card processing under Collections on page 6.
- See page 8 for information on payroll processing powered by ADP.

Preferred by more than 9,000 law firms, PCLaw is the most widely used legal-specific time, billing and accounting software in Canada. With PCLaw, you receive outstanding product support and practice mobility options.

Efficiently manage time and billing

- Track time and expenses with flexible tools – even when you're out of the office using a laptop computer or smartphone.
- 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 Time Matters® practice management software.
- Rank time entries in the order of your choice for billing.
- Track time in minutes.
- Use the included standard bill formats, create new bill templates or customize bills for individual clients.
- Ensure the accuracy of your accounting records with a single system that incorporates work-in-progress, accounts receivable, trust accounting, and client ledger information.

Capably meet law-office accounting and financial needs

- Write cheques and receive client payments.
- Manage client trust funds confidently with built-in accounting safeguards.
- Reconcile bank accounts easily.
- Efficiently manage receivables and payables.
- 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 email it to your accountant or other parties.
- Create reminder statements for overdue accounts.

Optimize your practice with the PCLaw® Mobility service

- Capture billable time and expenses as they occur – on the go.
- Enjoy simple, secure access to critical case/matter information and client contacts – anytime, anywhere.
- Respond to clients faster – no need to call the office and wait for someone to find information.
- No cables or syncing is required to receive up-to-date PCLaw information on your smartphone.
- PCLaw data is encrypted end-to-end, between your mobile device and your firm's server, but is not stored on the device or server to preserve information security.

Gain expanded 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, Outlook® and Internet Explorer®.
- Recover more client costs with built-in cost recovery integration.
- Take advantage of the automatic data backup with scheduler.
- Manage your offline client files with the safe custody manager.

The PCLaw Mobility service enables you to capture billable time and expenses as they occur, search for information and centrally manage other matter-related data from the palm of your hand.

Conversion from Legal Vision, QuickBooks®, TimeSlips®, ESILaw, Amicus Attorney and other systems is available. Call us at **1-800-328-2898** to learn more about converting your existing system to PCLaw.

Why Law Firms Prefer PCLaw

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

- Startup is straightforward.
- You can integrate with a variety of office tools, including Time Matters practice management software.
- You get exceptional live-answer and email 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.
- An automatic data-backup utility is included.

Straightforward startup

Online resources quickly teach you the basics. We also offer classroom and web-based training classes to help you and your staff learn the product.

Exceptional support

To resolve issues quickly and to maintain business continuity, access support by:

- Telephone (live) — Our technical specialists and customer support call centre is available from Monday to Friday, from 8 a.m. to 8 p.m. ET (excluding holidays)
- Fax
- Email

LexisNexis also has an extensive Certified Independent Consultant (CIC) network, which your firm can rely on for consulting services, "best practices"implementation, advanced technical services and training.

Customizable security

PCLaw enables you to restrict access to sensitive areas of the program such as clients/matters, cheque 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 Legal Vision, Amicus Attorney, Timeslips®, Intuit® QuickBooks®, Tabs3™ Manac®, ESILaw and more.

Quick Step

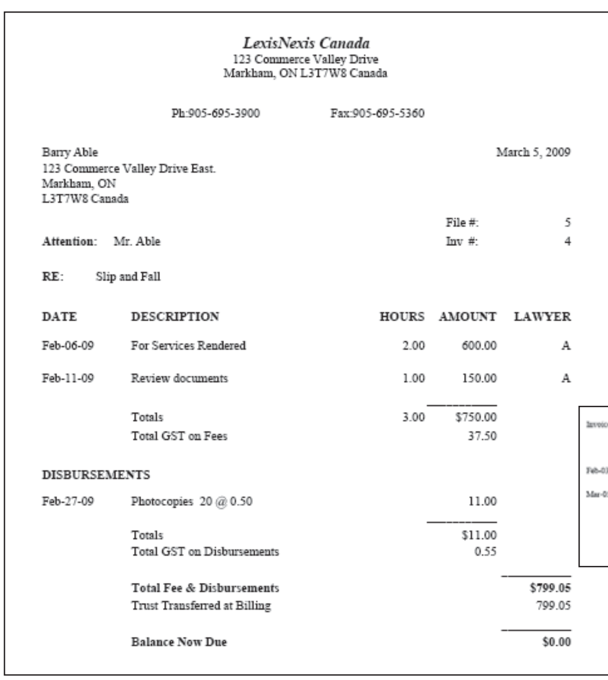
The Quick Step interface visually guides you to different functions grouped in category tabs on the left navigation bar: Startup, Daily Tasks, Accounting, End of Month/Year, General Setup, Accounting Setup and Favourites.

Quick Step provides an alternative method to access PCLaw 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



LexisNexis Canada
123 Commerce Valley Drive
Markham, ON L3T7W8 Canada

Ph:905-695-3900 Fax:905-695-5360

Barry Able
123 Commerce Valley Drive East.
Markham, ON
L3T7W8 Canada

March 5, 2009

File #: 5
Inv #: 4

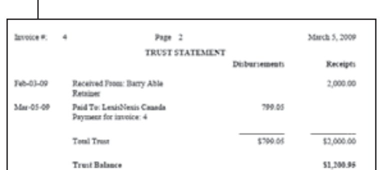
Attention: Mr. Able

RE: Slip and Fall

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Feb-06-09	For Services Rendered	2.00	600.00	A
Feb-11-09	Review documents	1.00	150.00	A
	Totals	3.00	$750.00	
	Total GST on Fees		37.50	

DISBURSEMENTS

Feb-27-09	Photocopies 20 @ 0.50	11.00	
	Totals	$11.00	
	Total GST on Disbursements	0.55	
	Total Fee & Disbursements		$799.05
	Trust Transferred at Billing		799.05
	Balance Now Due		$0.00



Invoice #: 4 Page 2 March 5, 2009

TRUST STATEMENT

		Disbursements	Receipts
Feb-03-09	Received From: Barry Able Retainer		2,000.00
Mar-05-09	Paid To: LexisNexis Canada Payment for invoice: 4	799.05	
	Total Trust	$799.05	$2,000.00
	Trust Balance		**$1,200.95**

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
- Ranking of time entries

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, trust retainers and trust cheques 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. Make fee changes / courtesy discounts easily at the time of billing by client or matter.

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.

Bill back your research costs

Download your Quicklaw® research activity from the PowerInvoice™ service directly into PCLaw and bill back your research costs to clients.

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.

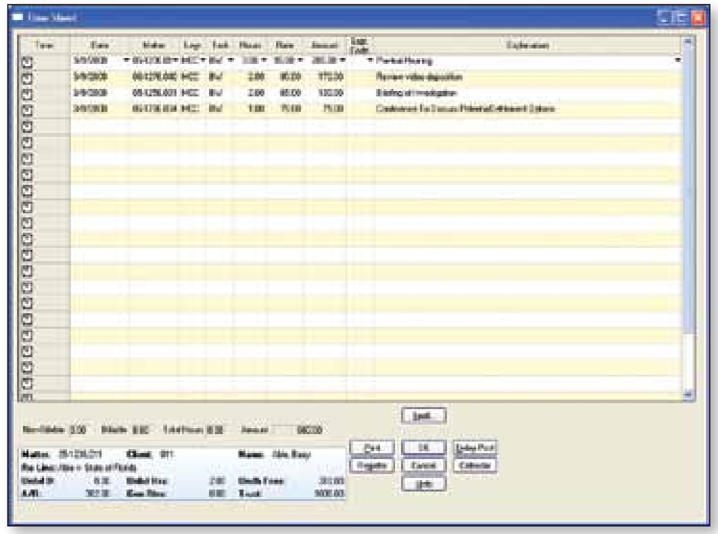
- **Increase revenues and cash flow** – Enable clients to obtain your services more readily; quickly and securely receive payments in seconds.
- **Reduce administrative costs and increase efficiencies** – Don't spend extra time and money on collection efforts. Reduce the fees your firm writes off due 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 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 Tracking

Users can make one or more time entries into PCLaw simultaneously. You can use the timesheet, fee sheet, quick timer and even track time in Office products such as Internet Explorer and Microsoft® Word. Timekeepers have the option of posting dockets one by one or accumulating multiple entries on the sheet for review and posting later. Users can docket time in minutes to accurately capture the actual amount of time spent on a task.

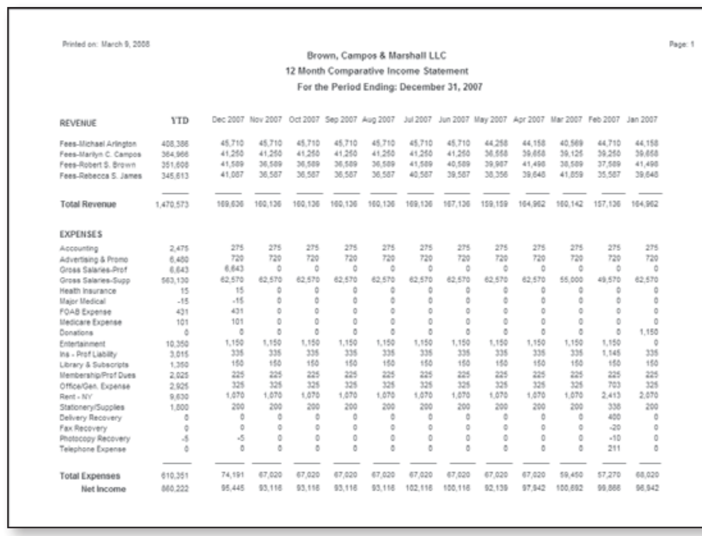
Save time with the ability to automatically import docketed time entries from office applications such as Time Matters practice management software directly into PCLaw.

Whether you prefer to make time entries as they occur or manually track time on paper, the timesheet 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. Financial reports can be exported to Microsoft® Excel®, and the general ledger report can be exported to QuickBooks for review by your accountant.



Printed on: March 9, 2008 Page: 1

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	408,386	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-Marilyn C. Campos	364,966	41,250	41,250	41,250	41,250	41,250	41,250	41,250	36,658	39,658	39,126	39,250	39,658
Fees-Robert S. Brown	351,608	41,589	36,589	36,589	36,589	36,589	41,589	40,589	39,987	41,498	38,589	37,589	41,498
Fees-Rebecca S. James	345,613	41,087	36,587	36,587	36,587	36,587	40,587	39,587	38,356	39,648	41,859	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	6,480	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
Ins - Prof Liability	3,015	335	335	335	335	335	335	335	335	335	335	1,145	335
Library & Subscripts	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	2,925	325	325	325	325	325	325	325	325	325	325	703	325
Rent - NY	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	57,270	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	99,866	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 cheques 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 cheque until the funds have been cleared
- Clients are notified on their bill if their trust retainer balance falls below a minimum balance

Integrated with billing and general ledger

Every time you enter a trust cheque 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 email the Trust Bank Journal by date range, cheque 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 Canada has aligned with ADP to make secure payroll processing available with PCLaw. ADP services are known for accurate, safe and secure payroll. With no additional hardware or software required, the PCLaw payroll functionality powered by ADP enables you to:

- Process the firm's payroll via the Internet, anywhere, anytime.
- Pay your employees by cheque or direct deposit.
- Calculate, deposit, and reconcile your federal and provincial taxes, CPP and EI.
- Prepare employee T4s and year-end reports.
- Electronically file ROEs.
- Complete your third-party remittances.
- Comply with policy and legislation.
- Retain all payroll records for a period of seven years.
- Print payroll reports.
- Create payroll journal entries for PCLaw.

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

- **Toll-free support and online help** are available from payroll professionals.
- **Federal and provincial taxes** are calculated using the latest tax updates for greater payroll accuracy.
- **Remittances** of your federal and provincial taxes, CPP and EI are available.

Please call **1-866-787-8269** and mention the LexisNexis offer*, or visit www.adp.ca/chooseadp.

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LexisNexis®

* Charges for the ADP service are in addition to the cost of the PCLaw software.

** Charges for the credit-card payment-processing service 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.

‡ Refund does not include shipping costs. Some restrictions may apply.