



TIME MATTERS®

PRACTICE MANAGEMENT SOFTWARE

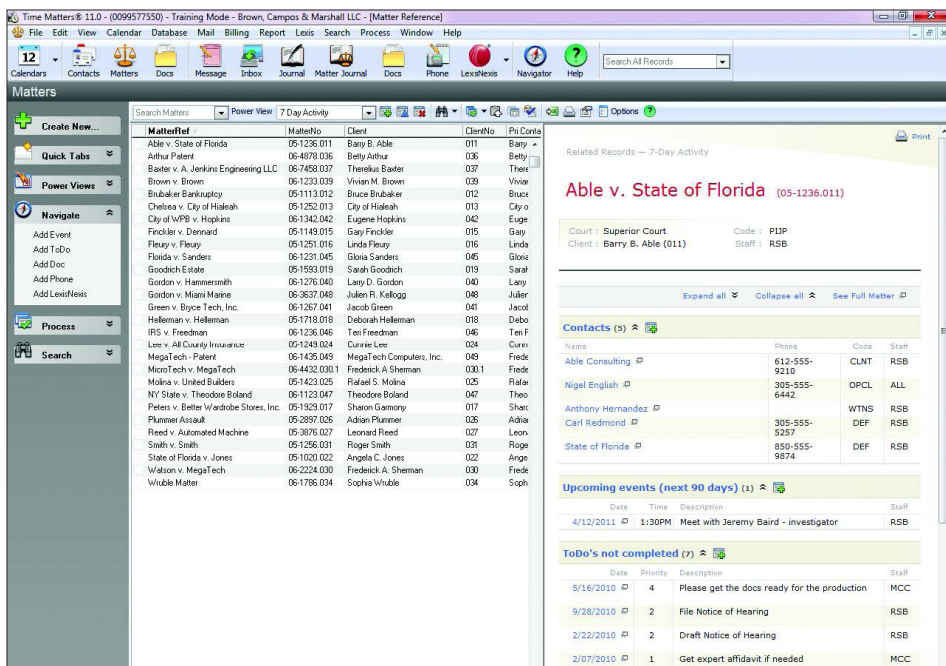
Streamline workflow and improve productivity
in the office and on the go.

Thousands of law firms and legal departments trust the award-winning Time Matters® practice management software to help streamline operations and improve efficiency—no matter where their practices take them.

Time Matters features highly customizable functionality to help you foster collaboration on matters, streamline internal processes and fuel growth through increased billable hours and profitability.

Time Matters gives you the freedom and power to manage your practice wherever you are—whether in the office or on the go. Firms rely on Time Matters software to drive growth and maintain positive, productive client relationships:

- **Centralized case and matter information.** Avoid “information overload” and quickly locate what you need by organizing and storing all data relevant to a matter—including contacts, emails, notes, documents, appointments and tasks—in a single source shared by all members of your firm.
- **Efficient time and expense capture, plus basic billing.** Capture billable time and expenses while you work to prevent revenue leakage. Automatically track unbilled time with the Time Entry Advisor to maximize firm profitability. Create and produce simple invoices on demand.
- **Extensive customization options.** Tailor Time Matters practice management software to the way your firm works. Automate common tasks and processes to save time and optimize your firm’s effectiveness.
- **Broad range of integrations including Microsoft® Outlook®.** Easily retrieve relevant client and matter data while remaining in Outlook® using the Time Matters for Microsoft® Outlook® add-in. Leverage your existing hardware and software investments by integrating your Time Matters software with a variety of other LexisNexis® applications, legal billing systems, and standard office software and hardware.
- **Built-in security.** Help ensure there are no conflicts of interest in your firm’s matters with comprehensive search capabilities. Prevent unauthorized access and track change activities to preserve data integrity and safeguard your firm against malpractice claims.
- **24/7 remote and mobile connectivity.** Increase productivity away from the office and respond more quickly to client needs with the Time Matters® Mobility service. Get key Time Matters information in real time and enter billable time and expenses as they occur from any web-enabled mobile device. Or, give attorneys and staff access to calendar and contact information on their mobile devices with support for Microsoft® Outlook® and Microsoft® Exchange.



I consider Time Matters to be one of the most important tools in keeping my practice current and profitable. Thanks for a very good product and excellent support staff.

John Galligan
Law Offices of John Galligan

Time Matters practice management software helps you centralize case and matter information, streamline internal processes and capture more billable time.

RELATIONSHIP MATTERS:

Contact, prospect and client management

Time Matters helps you centrally manage client information.

- Track all people and contacts related to your cases and your firm, such as prospects and vendors.
- Customize records to capture all pertinent information—work, home and email addresses; phone numbers; names of spouses and children; properties owned; and anything else a legal professional may need to know about a client.
- Control access to ensure data confidentiality and integrity.

ORGANIZATION MATTERS:

Project and matter management

With Time Matters, all vital case information is always at your fingertips—whether you are in the office or on the go.

- Access the rich context of Time Matters information from within Microsoft Outlook, making you more efficient.
- Save Microsoft Outlook emails and attachments as Document or Email records, or create a default setting to do it automatically.
- Manage communications, notes, documents, events and more.
- Utilize powerful search tools to retrieve details quickly and identify potential conflicts of interest.
- Save time finding client billing and payment information and improve client responsiveness with an at-a-glance overview of all of the client's information.

WORKFLOW MATTERS:

Docketing, calendaring and scheduling

Stay on top of deadlines, meetings and other tasks with the comprehensive alert and reminder system in Time Matters.

- Use “chains,” scheduling tools to link related activities and events into an automated workflow.
- Save workflows to apply proven processes to future matters.
- Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records.

DOCUMENT MATTERS:

Well-organized central repository and archive

Time Matters dramatically reduces the paper cluttering your practice.

- Retrieve documents in real time through the Time Matters Mobility service*, without having to call the office.
- Create templates for frequently used documents to save time and allow staff to focus on higher-value tasks.
- Associate critical documents and emails with case and contact records to quickly retrieve pleadings, briefs, memos and more.
- Save documents directly from a variety of standard office software products.
- Generate flawless client and court papers in seconds.

YOUR TIME MATTERS:

The information you need—just the way you want it

Offering superior customization and integrations, Time Matters lets your firm tailor the workflow to meet your specific needs. Organize, access and view critical information in the manner that best suits the way your firm works.

Plus, Time Matters integrates with LexisNexis PCLaw®, LexisNexis Juris® software and many leading third-party billing, accounting and document management software applications and office hardware.

INVOICING MATTERS:

Time and expense capture

Time Matters helps you recover billable hours and client expenses at risk of being lost to capture more revenue.

- Document billable hours and client expenses using included timesheets, billing item forms, or timers. Apply hourly or flat-fee rates per client or matter.
- Reduce lost billable time with the Time Entry Advisor. View a single, chronological list of potential billable entries. Filter unbilled tasks by matter, client data, or activity type.
- Create and produce more accurate invoices on demand to expedite payments and print bills for mailing.

YOUR SUCCESS MATTERS:

Support options

The Time Matters and Billing Matters Annual Maintenance Plan subscriptions bundle technical support, software, upgrades and training into a single package with predictable, annual costs.

Your subscription includes:

- **Live answer technical support** from 8 a.m. to 8 p.m. ET, Monday through Friday.
- **All new software releases** available during the term of plan.
- **Online, self-paced On-demand training courses.**
- **The Time Matters Mobile service**, featuring access to key Time Matters features from web-enabled mobile devices.
(Available to customers on Time Matters 13 and newer versions).

Additionally, LexisNexis has an extensive partner network that your firm can rely on for consulting services, best practice implementation, advanced technical services and training.

TODAY'S TIME MATTERS SOFTWARE DELIVERS

- Centralized client and matter information for improved firm efficiency and responsive client service
- Mobility service that allows you to work where you need to and when you choose to
- Full-featured functionality to keep pace with your changing needs
- Robust customization for specific practice areas, jurisdictions and business processes
- Scalability to adjust the application as your firm grows and changes
- Powerful security at the firm, group and individual user level

For more information call **800.328.2898**
or visit **lexisnexis.ca/timematters**.

* Time Matters Mobility Service requires an active Time Matters Annual Maintenance Plan.

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