

## Time Matters® Practice Management Software

Optimize your firm's efficiencies, client service levels and competitive position – anytime, anywhere.

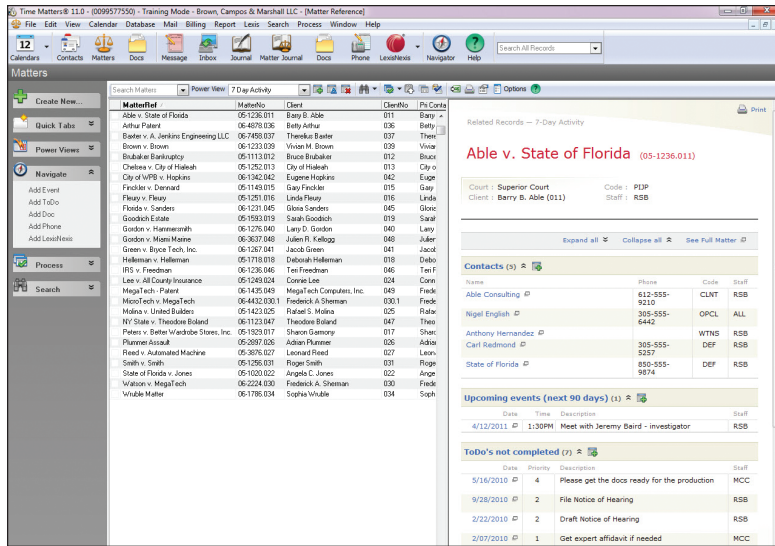


*Thousands of law firms and legal departments trust award-winning LexisNexis® Time Matters® software to help streamline operations and improve efficiency – no matter where their practices take them.*

*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.

- **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 to the way your firm works. Automate common tasks and processes to save time and optimize your firm's effectiveness.
- **Time Matters Client Portal\*.** Give clients 24/7 access to documents and case details. An online client portal is the ideal way to keep client communication lines open, even when your office is closed. With Time Matters, you can easily share confidential documents with clients and other authorized parties with enterprise-level protection.
- **Broad range of integrations including Microsoft® Outlook® software.** Leverage your existing software and hardware investments by easily integrating Time Matters with over 40 third-party and LexisNexis applications. Time Matters lets you access your client, case, and matter data in context while in Outlook, so you can work more efficiently. You can also integrate Time Matters with leading legal billing systems, as well as standard office software and hardware – so your firm runs smoothly and efficiently.
- **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. Use a web-enabled mobile device and Time Matters Mobility for real-time access to matters, documents\*, contacts, calendars, notes and tasks. Securely capture billable time and expenses as they occur directly into Time Matters. Or, give lawyers and staff access to calendar and contact information via their mobile devices with support for Microsoft Outlook and 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 helps you centralize case and matter information, streamline internal processes and capture more billable time.

### Relationships 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 Outlook, making you more efficient.
- Save 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.
- Consolidate task assignments for visibility into activities, progress and completion time frames.

## Workflow matters: Docketing, calendaring and scheduling

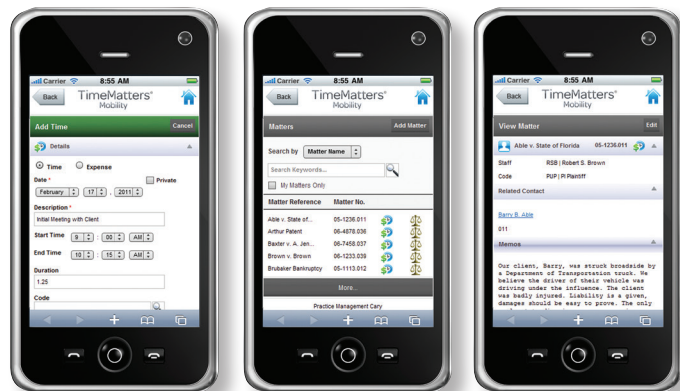
Stay on top of deadlines, meetings and other tasks with the comprehensive alert and reminder system in Time Matters.

- 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 Time Matters Mobility\*, 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.
- Share confidential documents with clients and other authorized parties in Time Matters Client Portal\*, while enjoying a level of security previously available only to the Fortune 100.
- Save documents directly from Microsoft® Word, Excel®, and Internet Explorer®; Adobe® Acrobat® Reader; and Corel® WordPerfect®.
- Generate flawless client and court papers in seconds.



Time Matters Mobility enables you to centrally manage time entry and other matter-related data from the palm of your hand.

## Mobility matters: The freedom and power to practise in the palm of your hand

Time Matters helps your firm convert downtime to productive time and continue billing hours when lawyers and staff are on the go.

- Obtain matter, documents\*, client, calendar, note and task information in real time – without calling the office – through the secure, web-based Time Matters Mobility service.
- Enter time and expenses as they occur using Time Matters Mobility, to eliminate billing hassles at the end of the month.
- Use Time Matters Mobility from any web-enabled mobile device with a live Internet connection, such as an Apple® iPad® or iPhone®, a BlackBerry®, a Google™ Android™ or a Microsoft® Windows® 7 mobile device.
- Or, access calendar and contact information on smartphones and other web-enabled mobile devices through secure integration with Microsoft Outlook and Exchange.

## 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® client, matter, billing and accounting software, and many leading third-party billing, accounting and document management software applications and office hardware.

\*Mobile access to documents available only in Time Matters Mobility 1.4 and newer releases.

## 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 Annual Maintenance Plan (AMP) 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 Time Matters Annual Maintenance Plan includes:

- **Time Matters Client Portal\*** – Helping you improve client service levels with secure online file sharing. You'll also be first to get future targeted enhancements to the Client Portal, such as online messaging, collaboration between firm and client, sharable matter folder and online billing.
- **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.

## Today's Time Matters delivers:

- Secure online file sharing allows for confidential document sharing and collaboration secured by Fortune 100-level protections against unauthorized access\*
- 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

### Request a FREE trial†

Visit [www.timematters.ca](http://www.timematters.ca) or call 1-800-328-2898 to request a 30-day free trial of Time Matters software.

To view our videos, visit [www.lexisnexis.ca/time-matters-videos](http://www.lexisnexis.ca/time-matters-videos)



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