

THE SOFTWARE FOR **EVERYONE** IN YOUR OFFICE.™



IT

Partner

Office Manager

Associate

Finance

Administrative

AND WHY THAT'S IMPORTANT TODAY.



Today more than ever, you've got to run leaner and smarter. Everyone must be on the same page, using the best information, and delivering greater value to clients.

That's why software that truly integrates your front office and back office is so critical to your team – from managing partners to office managers, attorneys to administrators, IT to finance professionals.

Imagine entering data just once and having it propagate for other areas to share ... managing the entire practice in one place, aided by integration with Microsoft® Outlook®, Word, and Excel®... coordinating all functions from cases and contacts to time and billing ... even accessing Westlaw® or WestlawNext™* for legal research or dockets without leaving ProLaw®. And, having enhanced reporting that shows you key business metrics and performance against them.

That's the kind of efficiency clients demand today. They may not know which software you use, but they'll know how productive and efficient you are in meeting their legal needs.

Which makes everyone in the office look good.

FRONT OFFICE. BACK OFFICE. ONE OFFICE.®



FRONT OFFICE. BACK OFFICE. ONE OFFICE.

CASE AND MATTER MANAGEMENT

A little organization and automation goes a long way toward helping you manage cases and legal matters more productively, while reducing the risk of inaccuracies.

- Manage all case and matter information in one place; enter information only once
- Get key information anytime, anywhere, via your Windows desktop or Web browser

CLIENT AND CONTACT RELATIONSHIP MANAGEMENT

ProLaw* streamlines your contact essentials so you don't miss anything for potential new business.

- View client, prospect, and contact details all in one place for business development
- Stay current with financial and matter information about existing clients

DOCUMENT MANAGEMENT

ProLaw's centralized system allows all of your users to conveniently access critical information.

- Retrieve documents quickly from any workstation
- Enhance the organization and confidentiality of your firm's vital records
- Utilize document-management capabilities such as searching, retrieval, and organization

DOCUMENT ASSEMBLY

Simplify document production, reduce data input errors, and build a repository of critical documents.

- Generate and organize documents faster
- Work smarter with our built-in document management and assembly system

EMAIL AND ELECTRONIC FILE MANAGEMENT

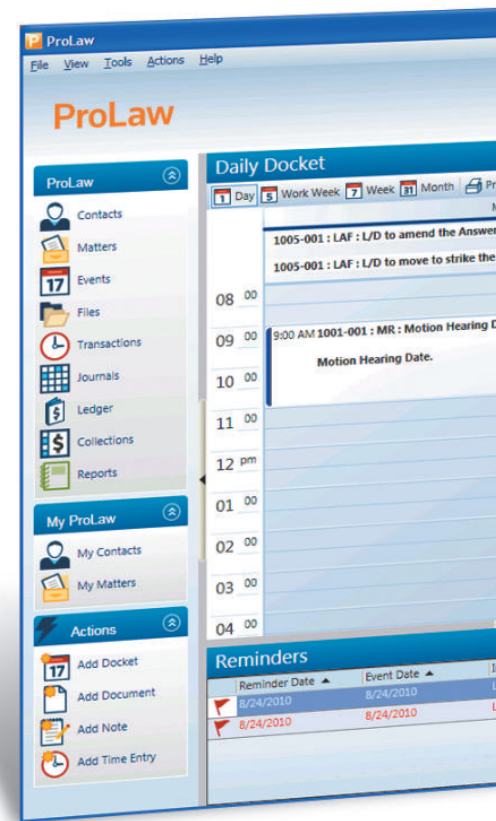
ProLaw integration with Microsoft Outlook lets you easily save and retrieve email and files within the context of clients and relevant matters. You can drag and drop emails directly to ProLaw matter folders shown in Outlook. Plus, you can:

- View real-time ProLaw matter information from within Outlook
- Share information firm-wide to keep everyone on the same page
- Capture billable time within Outlook
- Save received/sent emails to ProLaw with one click

APPOINTMENT, TASK AND DEADLINE MANAGEMENT

ProLaw helps you manage deadlines for yourself and your entire office, so nobody misses deadlines.

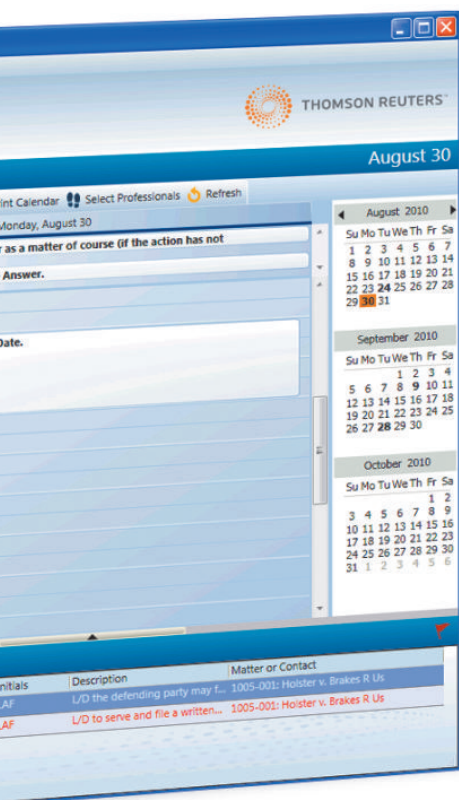
- Manage all dates, events and documents related to a case – in one place
- Schedule professionals automatically per case role
- Stay organized with automatic synchronization between ProLaw and Outlook tasks/appointments



When you're in charge of IT, you want best-of-breed applications that work together and use proven technology like Microsoft SQL. ProLaw delivers on the .NET platform – the standard for interoperability of Microsoft applications.

ADVANTAGES FOR IT SPECIALISTS

- *Integrate ProLaw with the rest of your applications*
- *Be assured by a proven track record of stability and support*
- *Run efficiently with industry-standard technology like Microsoft SQL database*
- *Know that everyone in the firm can get up to speed quickly on ProLaw, since it fits seamlessly with the Microsoft applications they use throughout the day*



THE PROLAW DASHBOARD

A key feature in ProLaw's industry-leading approach, it provides a single access point to each key function that everyone in your office needs.



RULES-BASED COURT DOCKETING AND CALENDARING

Deadlines are deadlines. ProLaw rules-based docketing tools cut the risk of missing required filings, responses, or appearances – whether it's matter-opening procedures or events of a trial case.

- Manage all dates, events, and documents related to a case – in one place
- Create your own custom rules or import the applicable court rules for your district
- Schedule the right professionals for each event automatically, based on their roles in the case

WESTLAW LEGAL CALENDARING RULES

ProLaw combines the most current rules sets from West with docketing and case management for a comprehensive legal calendaring solution that's integrated with Westlaw and WestlawNext.*

- Eliminate the need to key thousands of individual calendar entries manually – saving significant staff time
- Avoid missing critical court deadlines
- Manage statute of limitations requirements effectively with reliable rules

IN-CONTEXT LEGAL RESEARCH USING WESTLAW – OR NEW WESTLAW NEXT*

It's never been easier to perform legal research from within the case you're working on in ProLaw, which works with Westlaw and its next-generation platform, WestlawNext.*

- Search Westlaw or WestlawNext* databases related to your matter with one click
- Save time by automating steps in your searches
- Import Westlaw or WestlawNext* charges directly from QuickView+® to easily bill clients

RECORDS MANAGEMENT

Track your physical files efficiently with ProLaw. You can easily manage your files through the ProLaw database, ensuring their proper storage, retrieval, and disposition.

- Mitigate legal, regulatory, and compliance risks
- Enable easy access to records whether stored on- or off-site
- Manage your physical-file inventory efficiently
- Automate your record keeping

For a complete list of ProLaw Front Office features, visit prolaw.com.

As a managing partner, you expect technology to support you in running your firm more profitably. Only ProLaw integrates Microsoft Outlook, Word, and optionally Westlaw or WestlawNext* to help you organize information flow and manage your firm in cost-efficient ways never possible before.

ADVANTAGES FOR MANAGING PARTNERS

- *Manage your business profitably from a complete, integrated suite*
- *Understand how well the firm is doing on key metrics like fee analysis, financials, profit indicators, and your most profitable clients, matters, and practice areas*
- *Adapt to changing needs as a long-term investment with measurable ROI*
- *Run your business on a legal industry-standard Microsoft .NET platform that extends your investment well into the future*

FRONT OFFICE. **BACK OFFICE.** ONE OFFICE.

INTEGRATED ACCOUNTING

Keeping good books is a lot easier with ProLaw. Your staff will love that they can work more efficiently by organizing and automating key functions in one integrated solution.

- Manage your general ledger, A/P and A/R functions
- Gain insight into your firm's business and profitability in financial analysis reports
- Get a birds-eye view of financials for a client or matter – and drill down to details – in seconds

TIME AND EXPENSE TRACKING

Every firm wants to improve tracking of billable time. ProLaw's built-in Time and Expense Tracking streamlines the capture of daily activity for faster, more accurate invoicing and billing, as well as increased profitability.

- Enter time more easily from a pop-up screen as attorneys are working on billable activities
- Capture billable time automatically from all key applications like Outlook, Word, Excel, Adobe Acrobat and Reader® and within ProLaw
- Increase billable hours and recoup client cash

ProLaw also provides ease of tracking and processing of expenses for quick payment. The software lets you attach and track invoices or hard-cost receipts for items such as travel, expert witnesses, and court fees.

- Create an Accounts Payable record for a check request – automatically
- Set default prices easily for expense types

COST RECOVERY

To our customers, it's an easy choice. Why manually enter data from office equipment and legal research to prepare for billing when ProLaw can do it for you? Our cost-recovery tools streamline your accounting with data imports for proper cost billing.

- Recoup your costs by allocating them to your clients
- Ensure accuracy and eliminate error due to manual entries
- Streamline operations with scheduled imports to ProLaw



As the office manager, data integrity and trouble-free performance are key to your case-management system. ProLaw helps your attorneys and staff meet their biggest challenge – the stream of electronic communications and documents to their desktops.

ADVANTAGES FOR OFFICE MANAGERS

- *Rely on proven software stability for fewer tech support issues*
- *Enable attorneys to use ProLaw properly without help from you*
- *Keep everything organized to manage information flow – and your firm's budget*
- *Enjoy seamless integration with other software your firm is using*

BILLING

Fast, efficient, and accurate billing is the mark of a good firm. With ProLaw Billing, you can achieve better billing practices and a stronger bottom line.

- Save staff resources and time as you create professional, high-quality bills for print or electronic distribution
- Streamline your billing process via innovative transaction and reporting capabilities
- Improve client relations by applying customized formats to satisfy clients' unique billing needs

BUDGETING

With the ProLaw financial management system, you gain the budgeting tools you need to align your business activities with your business goals.

- Stay informed about fees budgeted per matter and keep within goals
- Improve client relationships by continually monitoring fees and spending
- Simplify the budget process and keep a close eye on your firm's financial health

For a complete list of ProLaw Back Office features, visit prolaw.com.



You're an attorney managing dozens of cases in different stages, each with deadlines and documents. With ProLaw you can do whatever you need to do next from common desktop applications: email, calendar, or documents. And, tap into Westlaw or WestlawNext* for legal research and dockets.

ADVANTAGES FOR ASSOCIATES

- *Know deadlines and deliverables for your entire caseload*
- *Find or file documents from within Microsoft Office applications*
- *Enter and track billable time easily with pop-ups that prompt you to submit time right from Outlook, Word, Excel, Adobe Acrobat and Reader and within ProLaw*
- *Access legal research from the context of your cases and matters*
- *Save and retrieve email and documents, capture time, and view real-time ProLaw matter information from within Outlook*

FRONT OFFICE. BACK OFFICE. ONE OFFICE.

SINGLE INTEGRATED DATABASE

It's one of the key ways ProLaw helps you simplify your practice and manage it as a business. From your Web browser, you can automate case, relationship and document management as well as time entry, billing, and accounting – which frees your attorneys to practice law and frees your staff to operate more efficiently.

- Access real-time client and matter financials
- Eliminate redundant data entry
- Combine case and client information with accounting and billing
- Simplify administration by your IT staff

FIRM-WIDE REPORTING

Knowing what is happening in all corners of the firm is key to improving profitability. Our reporting tools capture information on all practice activities so you can analyze data quickly in standard and customized reports.

- See in real time the specifics on case/client profitability, staff efficiency, billings, deadline adherence, A/R aging, and cash flow
- Drill down to details with interactive reports
- Interpret and present important information using charts and graphs
- Customize reports for desired content and format, or use an array of powerful standard reports
- Create and edit reports with the ability to drag and drop information from all areas of ProLaw

REMOTE ACCESS AND MOBILITY

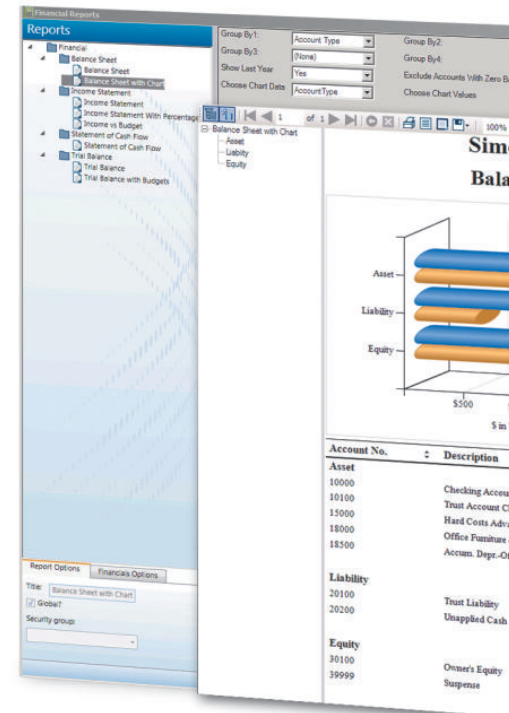
Imagine being able to manage all aspects of your practice from any location. Now case, relationship, and document management, time tracking, billing and accounting are available anytime, anywhere.

- Bring all staff online remotely with ProLaw from any Windows® desktop or Web browser (optionally available with implementation of ProLaw Portal)
- Keep up with events, tasks, and deadlines in ProLaw that all automatically appear in Outlook
- Keep clients informed by providing access to online case-status checking

SEARCH AND QUERY OPTIONS

Information is power, but only if you can find it. ProLaw is designed to meet the search needs for every aspect of practice and financial management, and for all types of users, from your attorneys who need information quickly to your advanced users performing a deeper analysis of data.

- Filter your results to just what you need
- Accomplish more each day with easy desktop search tools
- Group your search results automatically for faster browsing

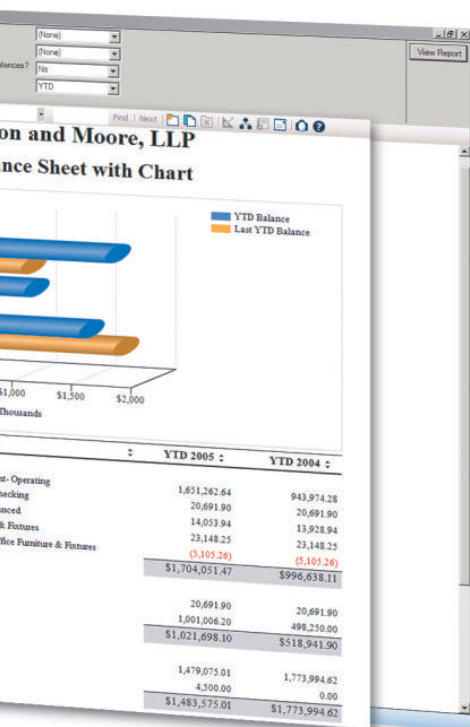


When you're in finance, you're always under the spotlight. You'll appreciate ProLaw's accuracy, efficiency, and adherence to standard accounting practices. From managing prebills to cutting checks to running reports, you'll keep your system running smoothly – with no surprises.

ADVANTAGES FOR FINANCE PROFESSIONALS

- *Close the month with ease, making it balance*
- *Manage prebill and billing functions, the resulting A/R, and payables with new efficiency*
- *Show real-time metrics to managing partners and easily provide "what-if" analyses to aid decisions*
- *View financial performance and business status through a clear window – complete with charts and graphs*





EASILY INTERPRET PERFORMANCE METRICS

Learn how well the firm is doing on key metrics aided by easy-to-view charts and graphs.



MICROSOFT INTEGRATION

Because ProLaw is optimized to work with Microsoft technologies including .NET, SQL Server and SQL Server Reporting Services, Exchange and Windows Servers, Windows, Outlook, Word, and Excel, you get the full power, reliability, and stability of best-of-breed applications designed to work together.

- Experience more time-saving integration with the applications you work in every day, such as Outlook, Word, and Excel, because ProLaw is built entirely on the legal industry-standard Microsoft .NET platform
- Streamline reporting and report editing with integration of Microsoft's premier SQL platform and Report Builder
- Extend your investment into the future with .NET, which is less costly and more reliable by leveraging Microsoft's foundation for interoperability between applications, plus the reporting tools built into Microsoft SQL

SECURITY AND CONFIDENTIALITY

Built-in controls ensure your data is secure. And, you can easily manage information access to satisfy client and regulatory requirements.

- Enforce accounting controls to protect your assets while saving your firm time and money
- Mitigate risk by enforcing confidentiality as a business practice
- Ensure data integrity and still work productively
- Provide better information for decision making

You've got a tough job with all of your administrative responsibilities. ProLaw makes it easier. Start with automated, streamlined data entry so everyone shares the same accurate information. Then, directly pull up what you need to satisfy the myriad requests of associates and clients. ProLaw helps you in one more way: providing information to enable partner decision making.

ADVANTAGES FOR ADMINISTRATORS

- *Rely on smooth-working software when everyone depends on you*
- *Track numerous documents, deadlines, scheduling, and filings*
- *Access information quickly to provide reports to management*
- *Enjoy easy, automated data entry for client/matter entry, docketing and document production*
- *Manage email, attachments, and appointments for team members*

PRACTICE AREA MODULES

Our modules offer you practice-specific custom tabs, reports, and example forms to fast-track your implementation or enhance your current use of ProLaw.

- Bankruptcy
- Contracts
- Corporate Secretary
- Estate Planning
- Immigration
- Insurance Defense
- Intellectual Property
- Labor
- Legal Opinion
- Legal Services Matter Intake
- Licensing
- Litigation
- Personal Injury
- Probate
- Real Property
- Workers' Compensation

For a complete list of ProLaw One Office features, visit prolaw.com.

BUILDING A LONG-TERM PARTNERSHIP FOR SUCCESS

Whether your office consists of a few people getting started with an integrated practice management solution, or many users and locations that require a more flexible approach, our team will get you up and running quickly on ProLaw.

- Enjoy convenient online, on- and off-site training
- Receive cost-efficient support, maintenance, and updates packages
- Access a 24/7 self-support online knowledge base for quick answers
- Add new capabilities as your needs change and your practice grows from an expanding selection of optional modules

Our on-staff team of professional legal technology consultants is dedicated to helping your office make the transition to ProLaw, and will partner with you to ensure your business continues to run efficiently – all day, every day.

A MODEL FOR WORLD-CLASS SERVICE

ProLaw has developed a proven method for implementation success so your entire organization is able to use it successfully.

PLANNING

ProLaw-trained consultants work with you to develop a clearly defined framework for installation, including scheduling, cost-control strategies, testing, and training options.

IMPLEMENTATION

Our ProLaw consultants work closely with you to ensure that implementation is completed on time and on budget.

TRAINING AND ADOPTION

Flexible training options are available for everyone in your office, including attorneys, accountants, firm or office administrators, legal assistants, and IT professionals. We offer a variety of instructor-led and online training program options.

- Partake in online programs that include prerecorded Web-based sessions, or request personalized training
- Take advantage of instructor-led training in which ProLaw XII training staff members travel to your office, or attend on-site classroom training at selected ProLaw offices

ONGOING SUPPORT

Highly trained and experienced support professionals are available to you via phone, email, or over the Web. Other resources include user groups, online client forums, and user conferences.

You can also access customer Web resources that deliver immediate access to software updates, product support, an online knowledge base, documentation, education courses, and technical notes.



INTEGRATE WITH YOUR EXISTING SOFTWARE

ProLaw provides extensive built-in integration with the following applications:

Contact, Calendar, and Email Management

Microsoft Outlook/Exchange

Word Processing

Microsoft Word

Document Assembly

Adobe Acrobat

Cost Recovery

Provides definable templates for importing costs from telephones, network printers, copiers, fax machines, and more. You can use most cost-recovery systems that can produce a text file, including Billback, Equitrac, and Copitrac.

Payroll

Import payroll data from PeachTree Payroll or Intuit QuickPayroll.

SYSTEM REQUIREMENTS

ProLaw can scale to meet your firm's needs and harnesses the power of Microsoft SQL to automate your firm. For current requirements, visit prolaw.com.

THE PROLAW ADVANTAGE

ProLaw consolidates industry best practices into the leading solution for law firms like yours:

- Complete integrated solution to organize and automate your practice, built entirely on the Microsoft .NET platform to extend your investment into the future
- Easy to learn and use
- Consulting and ongoing support for a smooth, timely transition
- Integration of Microsoft's premier SQL Server Reporting Services and Report Builder – the key to streamlined reporting and report editing
- In-context legal research with Westlaw and WestlawNext*
- Full integration with Microsoft Outlook, Word, Excel, and other applications so you can easily store, find, and share case and matter information in your workflow
- Streamlined docketing with rules-based calendaring and integrated court rules
- Faster billing and time entry for increased realization and shorter billing-cycle times
- Easier client/matter intake with ProLaw Practice Libraries
- Conflicts searching to protect your firm and your clients
- Scalable and adaptable with multi-office capabilities and add-on modules
- Robust security

ABOUT THOMSON REUTERS

Thomson Reuters is the world's leading source of intelligent information for businesses and professionals. Thomson Reuters shares are listed on the New York Stock Exchange (NYSE: TRI); Toronto Stock Exchange (TSX: TRI); London Stock Exchange (LSE: TRIL); and Nasdaq (NASDAQ: TRIN).

For more details on ProLaw features to integrate your office, visit prolaw.com.



WANT TO SEE HOW PROLAW WORKS FOR YOUR ENTIRE OFFICE?
Call 1-800-977-6529 or visit prolaw.com

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prolaw.com

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