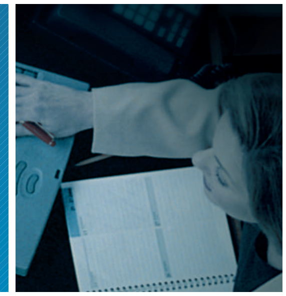
ELITE
PRACTICE MANAGER



EFFICIENTLY MANAGE YOUR PRACTICE USING AN INTEGRATED WEB-BASED SOLUTION

- Provide a comprehensive and unified view of activity across your entire practice
- Centralize access to client and matter information including calendar events, contacts, notes, emails, documents and financial details
- Simplify and streamline practice management activities

Information Breeds Success

Efficient practice management requires significant coordination involving people inside and outside of the firm. Professionals must stay on top of court dates, conduct internal meetings and appointments with clients, and keep track of paper, email and electronic documents. Managing attorneys must keep up with the financial details on matters they are supervising. Traditionally, this information is dispersed across several systems making it impractical to get a single unified view of activity. Seamless access to practice information at both a macro and micro level is essential for success.

Elite® Practice Manager is a Web-based application that unites information across your Elite® Financial and Practice Management system and other enterprise applications, including email systems. It provides an integrated suite of information management and organizational tools that enables firms to operate at maximum potential. Users can access information throughout the entire continuum of legal practice management, from developing new business to efficient scheduling of ongoing case activities to producing high-quality work product through cultivating successful long-term client relationships.

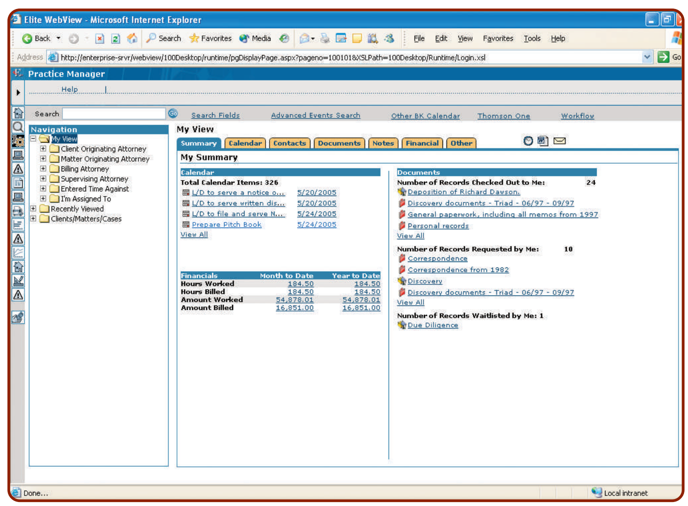
Practice Manager Highlights

- Access all relevant information about a case or matter including calendar events, contacts, notes, emails, documents and financial details.
- Manage valuable client, contact and relationship information.
- Search across client, matter and related-party data for conflicts of interest.
- Initiate workflows to automate practice management activities, including new business intake, conflicts checks, and more.
- Request, create and view document records.
- Create and view billable time and cost entries.
- Conduct in-context legal research using Westlaw®.

Instant Access to Vital Case and Matter Information

Practice Manager provides instant access to case and matter details, including calendar/docket events, contacts, physical or electronic documents, emails, notes and financial information. Flexible views make it easy for professionals to organize and manage their entire caseload directly from their desktop. Partner and firm executives can also make efficient use of Practice Manager to obtain a strategic view of the entire practice.

Summary views provide a snapshot of key matter details. Calendar information is available by day, month or in list format so that users can easily see upcoming commitments and deadlines. Financial statistics provide the fees and costs billed on a matter well as the associated accounts receivable and trust balances.



Practice Manager helps professionals maintain continuous visibility over their entire caseload from an intuitive Web-based desktop. Flexible views allow users to organize information to match the way they work.

Manage Contacts and Relationships

Practice Manager streamlines client relationship management with comprehensive access to client and contact information. Intuitive hyperlinks allow users to access relationship details, including related party and associated client and matter information.

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Locate Document and Records

Practice Manager enables users to easily locate and access physical or electronic documents associated with each matter. Users can see which records they have requested, checked out or are wait-listed to review. Comprehensive integration with email systems provides users with convenient and instantaneous access to electronic documents and emails associated with a matter.

Check for Conflicts

Practice Manager allows users to search for potential conflicts of interest so that the integrity of the firm's client relationships is never compromised. Search capabilities encompass data across all Elite applications so that everything is considered when checking for potential conflicts of interest.

Achieve Unparalleled Integration

Practice Manager combines information from the Elite Financial and Practice Management system to provide a comprehensive and unified view of activity. The solution also integrates with the following applications to further streamline daily practice management activities:

- Email/Handheld Devices – Microsoft® Outlook/Palm integration ensures changes made in Elite practice management applications or Microsoft Outlook are updated in both applications and synchronized with handheld devices.

Gain Maximum Value

Practice Manager is an integrated component of the Elite family of solutions for Practice Management that includes the following additional modules:

- Case Manager
- Conflicts Manager
- Marketing Manager
- Process Manager
- Records Manager

When firms use the complete Elite® Practice Management system they can fully streamline and automate their practice for greater efficiency and cost savings.

Consult the Experts

Elite has a dedicated team of financial and practice management experts that focus on helping professional services firms improve business processes, identify efficiency gains, recognize strategic opportunities and implement automated solutions that match their unique vision and business objectives. The combination of Elite's proven software and professional services industry expertise and world-class consulting services enables the implementation of best practices solutions across the firm.

Contact Elite to put the power of Practice Manager to work in your organization today.
Visit **www.elite.com** for more information or call us at **(323) 642-5200**.

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