

# DATA FILE LISTINGS

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## **Data File Listings - Summary:**

The right column of the Data File Maintenance and Listings Form provides a wide variety of options with which to print or view reports. Standard printing conventions are listed below.

### **Print or View:**

By definition, within L.A.W.S., the PRINT option will print the requested report to the printer while the VIEW option will display the requested report on the display screen. If View is requested, the selection screen is redisplayed after each viewing allowing multiple viewing requests with little effort. If PRINT is selected, the print program is ended at the completion of the report and the Data File Maintenance and Listing Menu is displayed.

### **Laser Printing:**

All reports are designed to print on 8 1/2" by 11" paper. The margins, (top, bottom, right and left), of all reports are set at .25 inches. It is imperative that your laser printer support .25 inch margins. If the margins are set greater than .25 inches, a second sheet of paper will print between each page of the report. The printing is always directed to the Default printer defined through the Windows Print Manager selection.

### **Labels:**

The LABEL selection is designed to print on laser printers. The selected label is Avery label # 5163 that measures 2" by 4" and is listed two across on an 8 1/2" by 11" sheet. Whenever Labels are selected, a message box is displayed reviewing label information.

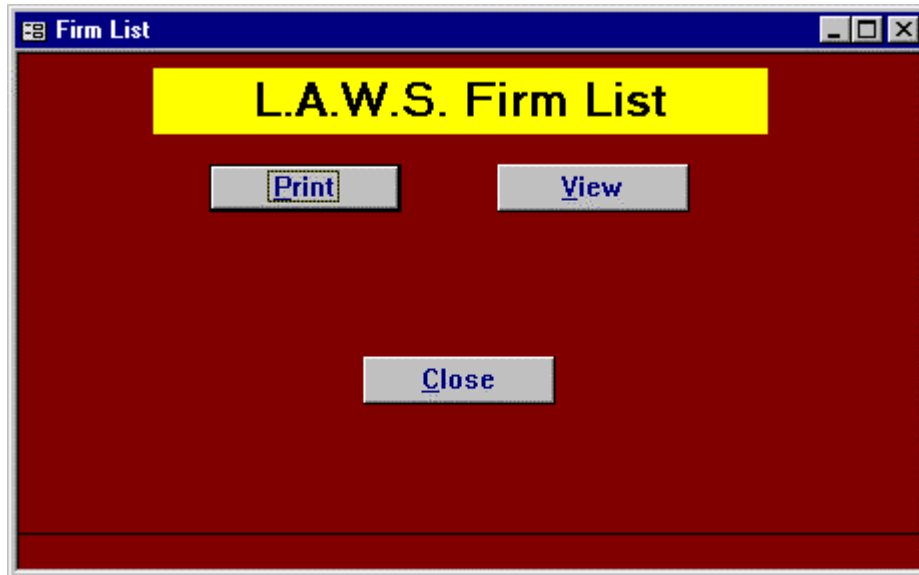
### **Selection Criteria:**

Many of the reports allow for a variety of selection criteria. The selection criteria may be entered in any combination desired. A blank option will include all, whereas an entered option will include only that value. The entered Selection Criteria print at the top of each page of the report.

Following is a detailed description of each report that can be generated from the Data File Maintenance and Listings Menu. Although all options are discussed, only representative samples of reports are actually included as examples.

## FIRM LISTING

The *Firm Listing* allows a printed copy of much, but not all, of the information contained in the Firm File to be generated. After selecting the Firm File Listing option, the following form is displayed:



### Firm List Selection Screen

There are no selection options, other than Print or View, available for the Firm File Listing.

A sample print out of this report is displayed on the following page.

**Sample:** Firm File Listing

# L.A.W.S. CORPORATION

## Firm File Listing

---

**Firm Number:** 1

**Name:** L.A.W.S. CORPORATION

**Address :** P.O. BOX 455  
ROSCOMMON, MI 48653

**Phone:** (517) 275-4843

**TaxID#:** 38-3006514

**Fiscal Start Date:** 1/1/98

**Time Entry Cutoff Date:** 12/31/1997

**Standard Attorney Rate Code:** STANDARD

**Detail text :** Y      **Detail Hours:** Y      **Detail Cost :** Y

**Atty Initials:** Y      **Extended Value:** Y      **SubTotal:** N

**Atty Allocation:** N      **Retainer:** Y      **A/R Bal:** Y

**Cover Letter :** N      **Summary Letter :** N

**Charge Interest:** N      **Interest Percent:** .01500

**Charge Misc Costs:** N      **Misc Cost Percent:** 4      **Misc Cost Code:** ADM

**Print Reminder Notices:** Y

**Messages for Billing Drafts:**

**Client Statement Message:**

**Last Statement:** 3305

## ATTORNEY FILE LIST

The Attorney File List selection allows a variety of print options. After selecting Attorney, the following form is displayed:

The screenshot shows a Microsoft Access window titled "Microsoft Access - [L.A.W.S. - Attorney List]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The main area has a yellow header "Attorney List" and a teal background. On the left, there is a yellow button labeled "Blank For All" and a dropdown menu labeled "Attorney:". On the right, there are two buttons labeled "Print" and "View", and two dropdown menus: "Status Criteria:" set to "Active Only" and "Report Criteria:" set to "Summary". At the bottom right, there is a "Close" button. The status bar at the bottom shows "Form View" and a "NUM" field.

### Attorney List Selection Screen

#### **ATTORNEY**

Allows the selection of one attorney if selected, or all attorneys if left blank.

#### **STATUS CRITERIA**

Allows selection of attorneys based on Attorney Status. The available options are discussed below:

**ACTIVE ONLY:** Includes only active attorneys. Attorneys are considered active if the inactive date field in Attorney Maintenance is blank.

**INACTIVE ONLY:** Include only inactive attorneys. Attorneys are considered inactive if a date is entered in the inactive date field through Attorney Maintenance.

**COMPLETE:** Both active and inactive attorneys are included.

## REPORT CRITERIA

This option specifies how the report is to be printed. The available options are discussed below:

- DETAIL:** Prints a detailed listing of attorneys including all information entered on the Attorney Maintenance form.
- SUMMARY:** Prints a one-line summary of attorneys.
- ATTY RATES:** Prints all the Attorney Rate information associated with each attorney. This list does not include Class Rate information.
- LABELS:** Prints the selected attorney information in label form. (AVERY #5163 -- 2" X 4")

Samples of the report options are displayed on the following pages:

Sample: Attorney List - Summary

Sample: Attorney List - Detail

Sample: Attorney List - Attorney Rates

Sample: Attorney List - Labels

# L.A.W.S. CORPORATION - DEMONSTRATION

Attorney List - Summary

Active Only

---

Code	Name	Initial	Last Name	Class	Start Date	InActive Dt
AAA	Alan	A	Apple Berry	3	04/30/1997	
BBB	Barker	B	Bob	3	01/01/1990	
CCC	Carol	C	Cliffton	2		
FIRM	Firm		Firm			
SSJ	Susan	S	Jones	2		
PDK	Paul	D	Karlsberg	1	01/01/1900	
JJK	John	J	Kingston	3		
MPL	Mary	P	LARSON			
MMM	MARY	M	MORGAN	1		
ABC			Paralegal	3	03/26/1997	
WWW	Walter	W	Wilson	2	01/02/1992	

**Total Attorneys: 11**

# L.A.W.S. CORPORATION - DEMONSTRATION

Attorney List - Detail      Active Only

---

Code	Name / Address	Class	Start Date	InActive Dt
AAA	Alan                    A 123 West Avenue Suite 107 Detroit, Mi 48226	Apple Berry	3	04/30/1997 Law clerk through 06/15/89, passed state bar exam 06/89 etc...
BBB	Barker                B 546 Neverland Ave  Amsterdam, MI 49076	Bob	3	01/01/1990
WWW	Walter W            Wilson 2 456 West Walker Road  St Paul, MN 38097		01/02/1992	

---

# L.A.W.S. CORPORATION - DEMONSTRATION

Attorney Rate List      Active Only

Atty Class	Attorney	Rate Class	Current Hourly Rate	Current Daily Rate	Effective Date	Prior Hourly Rate	Prior Daily Date
<b>Sr. Partner</b>		<b>1</b>					
<b>PDK</b>	<b>Paul D Karlsberg</b>						
	ABC		\$150.00	\$1,500.00	01/01/1998	\$0.00	\$0.00
	STANDARD		\$100.00	\$1,250.00	01/01/1998	\$0.00	\$0.00
	WATER		\$100.00	\$0.00	01/01/1998	\$0.00	\$0.00
<b>Associate</b>		<b>2</b>					
<b>CCC</b>	<b>Carol C Clifton</b>						
	STANDARD		\$125.00	\$0.00	01/01/1996	\$0.00	\$0.00
<b>SSJ</b>	<b>Susan S Jones</b>						
	ABC		\$100.00	\$0.00	01/01/1998	\$95.00	\$0.00
	STANDARD		\$125.00	\$1,500.00	01/01/1998	\$115.00	\$1,350.00
	WATER		\$115.00	\$0.00	01/01/1998	\$100.00	\$0.00
<b>PARA LEGAL</b>		<b>3</b>					
<b>AAA</b>	<b>123456 A Apple Berry</b>						
	STANDARD		\$150.00	\$1,500.00	09/12/1997	\$125.00	\$1,250.00
<b>BBB</b>	<b>Barker B Bob</b>						
	ABC		\$135.00	\$1,250.00	01/01/1996	\$0.00	\$0.00
	WATER		\$150.00	\$1,500.00	03/26/1997	\$0.00	\$0.00
<b>JJK</b>	<b>John J Kingston</b>						
	STANDARD		\$65.00	\$0.00	01/01/1998	\$0.00	\$0.00

Alan A Apple Berry  
123 West Avenue  
Suite 107  
Detroit, Mi 48226

Barker B Bob  
546 Neverland Ave  
Amsterdam, MI 49076

Carol C Clifton  
78 Waterside Avdnu  
St. Clair Shores, MI 48345

Alice B Cotton  
12345 East Benton Avenue  
Kalamazoo, MI 49632

Firm Firm

Susan S Jones  
189 University Drive  
East Lasing, MI 49853

Paul D Karlsberg  
78966 Village Drive  
Washington, MI 48966

John J Kingston  
555 Morton Street  
East Detroit, MI 48226

Mary P LARSON  
1200 Peterson Blvd  
Apt 653  
Detroit, MI 48226

MARY M MORGAN  
954 Littleton St  
Lewiston, MI 45698

Walter W Wilson  
456 West Walker Road  
St Paul, MN 38097

## CLIENT FILE LIST

The Client File list provides the ability to print or view client related information. A wide variety of printing options are available. After selecting the Client File List, the following form is displayed:

### Client List Selection Screen

#### **CLIENT**

Enter the Client Code to produce a listing of a single client, or leave this field blank for all clients.

#### **PRIMARY ATTORNEY**

Allows inclusion of a single attorney (if selected), or all attorneys (if left blank). The attorney selection is based on the Primary Attorney who is assigned to the client via Client File Maintenance.

#### **BILLABLE STATUS**

Allows selection of clients based on the clients' billable status. Available Options are:

- Blank** Both billable and non-billable clients will be selected.
- B** Billable clients only will be selected.
- NB** Non-billable clients only will be selected.

#### **ENTITY**

Allows selection of clients based on the entity code associated with each client. Entity codes are user defined. The drop down box will display all entity codes utilized within the client file.

### **BUSINESS CODE**

Allows selection of clients based on the business code associated with each client. Business codes are user defined. The drop down box will display all business codes utilized within the client file.

### **STATE**

Allows selection of clients based on the state associated with each client. The drop down box will display all states utilized within the client file.

### **START DATE/END DATE**

The date range is used to determine selection of active or inactive clients. Clients are considered inactive if an inactive date is entered through Client Maintenance. Otherwise, Clients are considered active. If a status of active is selected, then the start date of active clients must fall within the specified date range. If inactive is selected, then the inactive date of inactive clients must fall within the specified date range. The Start Date may be left blank, but the End Date must be entered.

### **STATUS CRITERIA**

Identifies the Status of clients to be selected. Clients are considered inactive if an inactive date is entered through Client Maintenance. Otherwise, clients are considered active. The available options are:

**ACTIVE**

**ONLY:** Active Clients only are selected.

**INACTIVE**

**ONLY:** Inactive Clients only are selected.

**COMPLETE:** Both Active and Inactive Clients are selected. No date selection occurs when complete is chosen.

### **REPORT CRITERIA**

Three report options are available as identified below:

**DETAIL:** A detailed listing of client information is produced containing all information entered through the Client File Maintenance form.

**SUMMARY:** A single line summary of client information is produced.

**LABELS:** Client Labels are produced (AVERY #5163 - 2" X 4")

### **SORT CRITERIA**

Determines the order in which the Client List Prints. The Available Options are:

**CLIENT:** The Client information is sorted alphabetically by client irrespective of attorney.

**PRIMARY**

**ATTORNEY:** The Client information is sorted first by primary attorney, then by client name within attorney.

### **ORDER BY:**

Specifies whether the selected clients should be listed alphabetically by client name or in ascending order by client code. This option is recognized in conjunction with the *Summary* report type only. The *Detail* and Label reports utilize the *Client Name* option. The Available Options, for the *Summary* reports, include:

**CLIENT NAME:** The Client List will print in order by Client Name.

**CLIENT CODE:** The Client List will print in order by Client Code.

Samples of the reports by Client are displayed on the following pages.

**Sample: Client List - Summary**

**Sample: Client List - Detail**

# L.A.W.S. CORPORATION - DEMONSTRATION

Client List - Summary by Client

Active Only

Start Date:

End Date: Mar 09/1998

Name

Order

Report Options:

Attorney \* All \*

Entity: \* All \*

Bus. Code: \* All \*

Status: \* All \*

Domicile: \* All \*

Client: \* All \*

Client Code	Name	Attorney	Atty Rate Code	Class Rate Code	Start Date	InActive Date
AIRWAY	Airway Computers	CCC	STAN	INS-1	03/25/1997	
BAILEY	Bailey Construction	JJK			10/01/1996	
CARSON	Carson Manufacturing	PDK			08/03/1996	
CHEATHAM	Cheatham Graphics, Inc	PDK			10/17/1996	
DEAN	Dean Plating	PDK	A		01/27/1997	
HICKEY	Hickey Entertainment	PDK				
JOHNSON	Johnson And Johnson	PDK	C		01/27/1997	
KELLY	Kelly Services	PDK				
MCW	Mary's Car Wash	FKG			03/19/1997	
140	MMIC	FKG			03/27/1997	
PI	Pers. Inj	ABC			03/27/1997	
RDSC	Resource Data Systems Corporation	PDK				
SWB	Smith, Wilson And Brown	PDK				
THOMAS	Thomas Manufacturing	SSJ	ABC		02/04/1997	
WARD	Ward Paint	PDK				
1	Water Corporation	JJK	WATE	WATE	03/25/1997	
WEST	West Manufacturing	JJK				

Total Clients:

17

# L.A.W.S. CORPORATION - DEMONSTRATION

End Date: Start Date: Mar 09/1998

Client List - Detail by Client Active Only

Report Options: Attorney: JJK Entity: \* All \*  
 Bus. Code: \* All \* Status: \* All \*

Domicile: \* All \*  
 Client: \* All \*

Code	Client & Address Contact Bill Name	Phone# TaxID Start Dt I/A Date	Atty Fiscal Start Aty Rate Class Rate	Det Txt Det Hrs DetCst Aty Init Ext Fee	Sub Tot Aty Alloc Retner A/R Bal Cvr Ltr A/R	Dun Not Chg Int Mis Cst Disc%	Dom Entity Bus Cd Stat
<b>Sum</b>							
BAILEY	Bailey Construction 11456 East St Louis Avenue  Detroit MI 48268		JJK				MLM
		10/01/1996					

Scratch Pad: PHONE	Response
Private Line	(517) 275 4843
E-Mail	
Modem	(517) 275 1111
Car Phone	(610) 555 1212
Cell Phone	(517) 275 6306
Fax	(517) 275 2022

**Additional Data**

LAWS@Freeway.com

CARSON	Carson Manufacturing 14500 Industrial Drive Building 400 River Rouge MI 48009 Mr. Allen Wixon	313 655 9865  08/03/1996	JJK				MI 1 1
1	Water Corporation 5902 South River Road  Riverview MI 49852 Melvin Mudd	313-275-4590 45689-07690 03/25/1997	JJK 1-1-97 WATER WATER				CORP

**Total Clients: 3**

## MATTER FILE LISTING

The Matter File Listing option allows a wide variety of options when printing the Matter File. After selecting Matter File Listing, the following form is displayed:

The screenshot shows a Microsoft Access window titled "Microsoft Access - [L.A.W.S. - Matter List Selection]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The form itself has a yellow header "Matter List" and a teal background. At the top left is a yellow button labeled "Blank For All". To its right are "Print" and "View" buttons. Below these are input fields for "Client:" and "Matter:". To the right of these are "Start Date:" and "End Date:" fields, with "End Date:" containing "03/05/1999". A yellow callout box next to the date fields states: "Start and End Date apply to Opened, Closed or Destroy Status only." Below the "Client:" and "Matter:" fields are dropdown menus for "Responsible Attorney:", "Billing Atty:", "Matter Type:", and "Court:". To the right of these are dropdown menus for "Status Criteria:" (set to "Active"), "Report Criteria:" (set to "Summary"), "Sort Criteria:" (set to "Responsible Atty"), "Order By:" (set to "Description"), and "Inc. Last Act:" (set to "No"). At the bottom right is a "Close" button. The status bar at the bottom shows "Form View" and a "NUM" button.

### Matter File List Selection Screen

All options available for use in generating the Matter List work in conjunction with each other. If an option is entered, only matters matching that option will be included on the report. If a particular option is left blank, the option will include all when accumulating data for the report.

#### **CLIENT**

To include matters associated with a specific client only, enter a desired client code. Otherwise, leave the client blank for all clients.

#### **MATTER**

Enter a specific matter to be included on the report. The matter must be valid and must be entered in conjunction with a client. If the Client Code is blank, all matters will be displayed. The lowest client code associated with the selected matter will be entered as the Client Code. If a matter is entered, only that single matter will print on the report.

#### **RESPONSIBLE ATTORNEY**

Enter a specific responsible attorney, or leave blank for all responsible attorneys. The responsible attorney is verified for accuracy.

#### **BILLING ATY**

Enter a specific billing attorney, or leave blank for all billing attorneys. The billing attorney is verified for accuracy.

#### **MATTER TYPE**

Enter a specific matter type, or leave blank for all matter types. The matter type is verified for accuracy.

#### **COURT**

Enter the desired court code, or leave blank for all. The court is verified for accuracy.

#### **START DATE/END DATE**

The date range is used to determine selection of matters if date criteria is utilized. The Start Date may be left blank, but the End Date must be entered.

#### **STATUS CRITERIA**

Identifies the status of matters to be selected. The available options are:

- ACTIVE:** The matter must be active within the date range specified for this report. The matter is considered ACTIVE if the matters date open is less than the End Date and the date closed is greater than Start Date.
- COMPLETE:** All matters are selected regardless of open, closed or destroy status. The reports date range is ignored then this option is chosen.
- OPEN ONLY:** Open matters only are selected. The date opened must fall within the report's date range.
- CLOSED ONLY:** Closed matters only are selected - The date-closed must fall within the report's date range.
- DESTROY ONLY:** Matters are chosen based on the destroy date. The destroy date must fall within the report's date range. NOTE: This option will not destroy matters. The option simply reports matters that are scheduled to be destroyed.

#### **REPORT CRITERIA**

The Matter List may be printed in two report formats. The available options are:

- DETAIL:** A detailed listing of matter information is produced containing most information entered through the Matter File Maintenance form.
- SUMMARY:** A single line summary of matter information is produced.
- BILL SCH:** Prints the same basic information as is contained on the "Detail" option, All assigned Interim billing schedules are displayed by matter.

#### **SORT CRITERIA**

The Sort Criteria specifies how the data contained within the matter list is summarized and printed. The available options are:

- RESPONSIBLE ATY:** The client information is sorted first by responsible attorney, then by matter within client. A page break occurs after each attorney allowing the report to be distributed by attorney.
- BILLING ATTORNEY:** The client information is sorted first by billing attorney, then by matter description within client. A page break occurs after each attorney allowing the report to be distributed by attorney.
- CLIENT:** The matters are sorted alphabetically within client regardless of attorney. There are no page breaks throughout the report.
- MATTER:** Matters are listed in ascending order regardless of client or attorney. There are no page breaks throughout the report.

**ORDER BY**

The Order By option specifies whether the selected clients should be listed alphabetically by client name and matter description or in ascending order by client and matter code. The available options are:

**CODE:** Matters will be listed alphabetically by Matter Description within Client Name.

**DESCRIPTION** Matters will be listed in ascending order by the Matter Code within the Client Code.

**INC LAST ACT:**

This option specifies whether the date of Last Contact and the date of last activity should be noted on the matter list. The available options are:

**YES:** The Date of Last Activity and the Date of Last Contact will be noted on the matter list.

**NO:** The Date of Last Activity and the Date of Last Contact will NOT be noted on the Matter list.

Samples of Matter Lists are displayed on the following pages.

**Sample: Matter List - Summary by Responsible Attorney**

- Ordered by Description. Page breaks by Attorney, matter count within client.

**Sample: Matter List - Summary by Matter**

- Ordered by Description. Total Matters per report - no page breaks.

**Sample: Matter List - Detail by Responsible Attorney**

# L.A.W.S. CORPORATION - DEMONSTRATION

## Matter List - Summary by Responsible Atty-

Report Options:

Client: \* All \*  
Type: \* All \*

Active

Bill Atty: \* All \*  
Court: \* All \*

Ordered By: Description

End Date:

Start Date:

Mar 09/1998

Resp Atty: \* All \*  
Matter: \* All \*

=

Matter	Description	Client	Reference#	Resp Atty	Bill Atty	Type	Court	Open Date	Closed Date	Destroy Date	Last Activity	Days Since Lst Act / Contact
<b>Paul D Karlsberg</b>												
<b>AIRWAY</b>	<b>Airway Computers</b>											
98766	Tax	AIRWAY		PDK	PDK	TAX		03/25/1997			2/5/98	32
	<b>Total Matters per Client:</b>	1										
<b>BAILEY</b>	<b>Bailey Construction</b>											
132	ABC Corporation Vs James Smith & Geroge Wilson	BAILEY	028-36-9643	PDK	CCC			05/18/1995			3/28/97	346
GEN	General File - ABC	BAILEY		PDK	BBB			10/24/1996			4/9/97	334
ONE	One West Blvd	BAILEY		PDK	PDK			09/13/1995			3/27/97	347
	<b>Total Matters per Client:</b>	3										
<b>CHEATHAM</b>	<b>Cheatham Graphics, Inc</b>											
123	Art Work - Simpson	CHEATHA		PDK	PDK			10/17/1996			2/5/98	32
	<b>Total Matters per Client:</b>	1										
<b>DEAN</b>	<b>Dean Plating</b>											
GEN	General Programming Services	DEAN		PDK	PDK						2/6/98	31
	<b>Total Matters per Client:</b>	1										
<b>JOHNSON</b>	<b>Johnson And Johnson</b>											
6	PC L.A.W.S. 000-006	JOHNSON		PDK	PDK			06/12/1995				
	<b>Total Matters per Client:</b>	1										
<b>140</b>	<b>MMIC</b>											
001	Smith vs Jnes	140		PDK	PDK			03/27/1997			4/8/97	335
	<b>Total Matters per Client:</b>	1										
<b>SWB</b>	<b>Smith, Wilson And Brown</b>											
LAWS	General Programming Services	SWB		PDK	PDK						3/10/97	364
	<b>Total Matters per Client:</b>	1										
	<b>Total Matters per Attorney:</b>	9										



# L.A.W.S. CORPORATION - DEMONSTRATION

Matter List - Summary by Matter-  
Report Options: Client: \* All \*  
Type: \* All \*

Active

Bill Atty: \* All \*  
Court: \* All \*

Ordered By: Description  
Resp Atty: \* All \*  
Matter: \* All \*

End Date: Start Date: Mar 09/1998

Matter	Description	Client	Reference#	Resp Atty	Bill Atty	Type	Court	Open Date	Closed Date	Destroy Date	Last Activity	Days Since Lst Act / Contact
132	ABC Corporation Vs James Smith & Geroge Wilson	BAILEY	028-36-9643	PDK	CCC			05/18/1995			3/28/97	346
123	Art Work - Simpson	CHEATHA		PDK	PDK			10/17/1996			2/5/98	32
5	Carson - Matter #5	CARSON		AAA	PDK			03/21/1997			6/6/97	276
LAWS	Cccc	CARSON		BBB	AAA			10/17/1996			2/6/98	31
wax	Claims against was manufacturer	MCW		FKG	FKG			03/19/1997			4/8/97	335
LOAN	Construction Loan	BAILEY		SSJ	PDK			11/12/1996			8/15/98	-159
98770	DEMO	1		AAA	PDK			03/26/1997			3/2/98	7
98767	EPA VIOLATION #76589	1		AAA	AAA	GEN		03/26/1997			4/11/97	332
98769	EPA VIOLATION DUPLICATE ENTRY	1		AAA	PDK	GEN		03/26/1997			2/20/98	17
GEN	General File	THOMAS		JJK	PDK							
GEN	General File - ABC	BAILEY		PDK	BBB			10/24/1996			4/9/97	334
GEN	General Programming Services	DEAN		PDK	PDK						2/6/98	31
LAWS	General Programming Services	SWB		PDK	PDK						3/10/97	364
1	Jones	PI		ABC	PDK			03/27/1997			4/2/97	341
MFGR	Manufacturing	THOMAS		SSJ	SSJ							
11200	Mr. johnson has given all personal matters to us	JOHNSON		JJK	BBB	GEN	MACOMB	01/15/1997			3/24/97	350
NEW	New File - Bailey	BAILEY	123-456	BBB	PDK			03/21/1997			12/10/97	89
11198	NEW MATTER	SWB		FIRM	PDK	CRIMIN		01/15/1997			4/4/97	339
GENERAL	NEW MATTER	JOHNSON		BBB	CCC	GEN		01/14/1997			4/8/97	335
11199	New matter for mr jones	JONES		FKG	PDK	TAX	OAKLAND	01/15/1997			3/20/97	354
ONE	One West Blvd	BAILEY		PDK	PDK			09/13/1995			3/27/97	347
6	PC L.A.W.S. 000-006	JOHNSON		PDK	PDK			06/12/1995				
001	Smith vs Jnes	140		PDK	PDK			03/27/1997			4/8/97	335
98766	Tax	AIRWAY		PDK	PDK	TAX		03/25/1997			2/5/98	32
TAX	Tax Matters	BAILEY		AAA	BBB	TAX		12/16/1996			3/25/97	349
two	Test	BAILEY		AAA	MMM			02/05/1997			4/3/97	340
98771	Testing report for cardelli	1		FKG	FKG	GEN		04/09/1997			4/9/97	334
98772	THIS IS a test checking the auto cap	140		FKG	FKG			04/10/1997			2/20/98	17

Total Matters per Report: 28



# L.A.W.S. CORPORATION - DEMONSTRATION

Matter List - Detail by Responsible Atty - Active

Report Options:

Client: \* All \*  
Type: \* All \*

\* All \* Bill Atty: \* All \*  
\* All \* Court: \* All \*

End Date: Start Date: Mar 09/1998

Resp Atty: PDK

Matter: \* All \*

Client/ Matter	Description/ Contact/ Client ID#/ Insured/ Misc Address	Resp/ Bill/ Type/ Court/ Close Loc	Dt Open/ Dt Close/ Dt Destry/ Inc Date/ File Dt	Trust#/ Prft Ctr/ BilStat/ Branch/ Aty Rt Cd/ Cls Rt Cd	Matter Notes	Matter Draft Notes	Matter Bill Notes
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## Paul D Karlsberg

### Airway Computers

AIRWAY 98766	Tax	PDK PDK TAX	3/25/97	1 02			
				STAND ARD			

Total Matters per Client: 1

### Bailey Construction

BAILEY 132	ABC Corporation Vs James Smith & Geroge Wilson Mr. James Connor 028-36-9643  Mr. James Smith	PDK CCC	5/18/95	NBD 01 B B 2 1/1/93 5/1/94	These are general Matter Notes. They do not appear any place in the system except for the data input screen or the detail matter	These are Matter Draft Notes. They appear on the data input screen or the detail matter list and on the Bill Drafts.	These are the Matter Bill Notes. They appear on the data input screen, the detail matter lists, and on the client statement.
---------------	--	------------	---------	--	--	--	--

BAILEY GEN	General File - ABC  Bailey Excavating 123 Warner Driver St Paul Mn 45609	PDK BBB	10/24/96	1			
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BAILEY ONE	One West Blvd	PDK PDK	9/13/95	1 2			
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Total Matters per Client: 3

### Cheatham Graphics, Inc

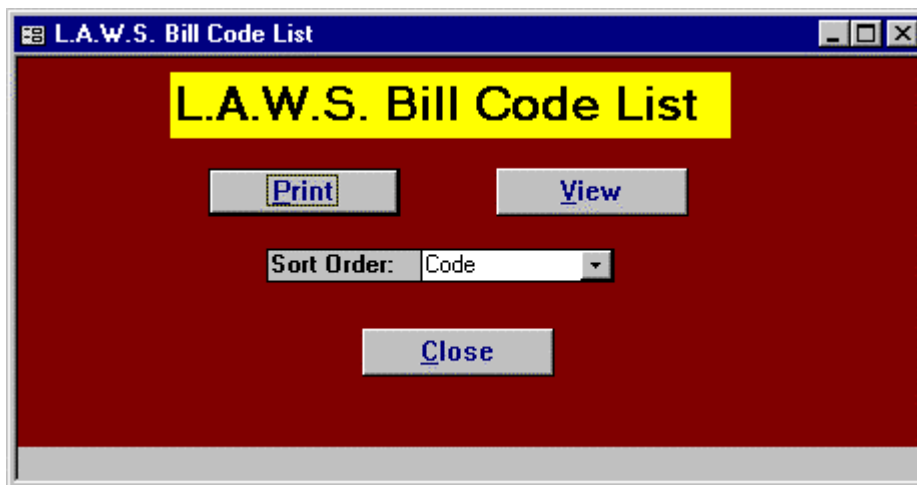
CHEATHAM 123	Art Work - Simpson	PDK PDK	10/17/96	1 C STAND ARD			
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Total Matters per Client: 1

Total Matters per Attorney: 5

## BILL CODE LIST

The Bill Code List function will display a listing of all bill codes used by the firm. After selecting the Bill Code List option, the following form is displayed:



### Bill Code List Selection Screen

**Sort Order:** Specify the order in which you want the bill code list sorted. The available options include:

- Code:** Bill Codes are listed in ascending order by bill code.
- Description:** Bill codes are listed in ascending order by Bill Code Description.

Please note: The bill codes are always grouped by bill code type as noted below:

- Fee codes,
- Contact codes,
- Disbursement codes,
- Expense codes.

A sample of the Bill Code List follows on the next page.

### **Sample: Bill Code Listing**

**L.A.W.S. CORPORATION - DEMONSTRATION**

**Bill Code List**

Bill Code	Type	Description	Minimum Time	Reimbursement GL/Sub Acct #	Memo Status for Final Bills	Utilize Per Diem Rates	Non Billable Designation
102		Jury Fee		1508			
111		Meeting with client					
33		33 -					
CW		Conference with					
DM		Draft Motion					
MEMO		Memo entry only			Y		Y
NB		Non-billable time					Y
OBO		On Behalf of					
PL		Prepare letter					
R		Reviewed					
RAS		Receipt & Analysis of Summons, Complaints & Correspondence	1.0				
RL		Reviewed Letter					
TC		Telephone conference with client					
TRI		Trial Day				Y	
XXX		This is an example of a multiple line bill code description. The maximum length is virtually unlimited -- 32,000 characters....				Y	
SR	C	Status of File reviewed with client					
D	D						
FF	D	Filing Fee					
RS	D	Record Service					
105	E	Fax Charge		150802			
106	E	PhotoCopy Charges		150901			
ADMIN	E	Administrative Charges Consisting of Accumulated Photocopy, Fax and Long Distance Telephone Charges:		1401			
E	E	General Expense		1401			

## ATTORNEY CLASS

The Attorney Class List option prints two different reports. The **Attorney Class** report summarizes the Attorney Classes utilized by the firm. The **Class Rate** report summarizes the Class Rate Structure which has been established by the firm. After selecting the Attorney Class File Listing, the following form is displayed:

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Attorney Class List]". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". The main area has a yellow header "Attorney Class List". Below the header, there is a "Blank For All" button, a "Print" button, and a "View" button. There are two dropdown menus: "Attorney Class:" and "Report Criteria: Class". A "Close" button is located at the bottom right. The status bar at the bottom shows "Record: 1 of 1" and "Form View".

### Attorney Class List Selection Screen

#### **ATTORNEY CLASS**

Enter the desired attorney class, or leave blank to print all classes.

#### **REPORT CRITERIA**

Specifies whether the report should print the attorney classes, or the class rates. The available options are:

- CLASS:** Prints a report showing the defined attorney classes.
- RATES:** Prints a report showing assigned rates by class.

Samples of the Attorney Class reports are displayed on the following pages.

**Sample: Attorney Class List**

**Sample: Class Rate List**

# L.A.W.S. CORPORATION - DEMONSTRATION

## Attorney Class List

Attorney Class	Class Name	Monthly Performance in Hours	Class Memos
1	Sr. Partner	160	Partner
2	Associate	180	
3	PARA LEGAL	75	
4	LAW CLERK	125	
5	Other Staff		

# L.A.W.S. CORPORATION - DEMONSTRATION

## Class Rate List

Attorney Class	Rate Class	Current Hourly Rate	Current Daily Rate	Effective Date	Prior Hourly Rate	Prior Daily Rate
<b>Sr. Partner</b>						
1	CIC	\$150.00	\$0.00	01/01/1996	\$0.00	\$0.00
1	INS-A	\$150.00	\$1,750.00	08/01/1995	\$125.00	\$1,475.00
1	INSB	\$0.00	\$0.00	09/12/1995	\$0.00	\$0.00
1	JONES	\$135.00	\$0.00	03/25/1997	\$0.00	\$0.00
1	MMIC	\$125.00	\$0.00	01/01/1997	\$0.00	\$0.00
1	WATER	\$100.00	\$1,000.00	03/26/1997	\$0.00	\$0.00
<b>Associate</b>						
2	1	\$135.00	\$0.00	08/01/1995	\$110.00	\$0.00
2	INS-A	\$99.50	\$95.00	08/01/1995	\$75.00	\$50.00
2	JONES	\$120.00	\$0.00	03/20/1997	\$0.00	\$0.00
2	MMIC	\$100.00	\$0.00	03/27/1997	\$1.00	\$1.00
2	WATER	\$75.00	\$750.00	03/26/1997	\$0.00	\$0.00
<b>PARA LEGAL</b>						
3	CIC	\$35.00	\$0.00	08/01/1995	\$0.00	\$0.00
3	INS-A	\$65.00	\$750.00	08/01/1995	\$50.00	\$550.00
3	JONES	\$115.00	\$0.00	03/25/1997	\$0.00	\$0.00
3	WATER	\$50.00	\$500.00	03/26/1997	\$0.00	\$0.00
<b>LAW CLERK</b>						
4	INS-1	\$100.00	\$0.00	08/01/1995	\$0.00	\$0.00
4	INS-2	\$125.00	\$0.00	08/01/1995	\$0.00	\$0.00

## COURT \ LOCATION LIST

The Court \ Location List prints all information contained in the Court / Location file. Locations can be either physical locations such as specific courts or generic locations such as "client office". After selecting Court Listing, the following form is displayed.



### Court / Location List Selection Screen

There is no selection criterion available with the Court List.

A sample of the Court/Location List is displayed on the next page.

### **Sample: Court / Location List**

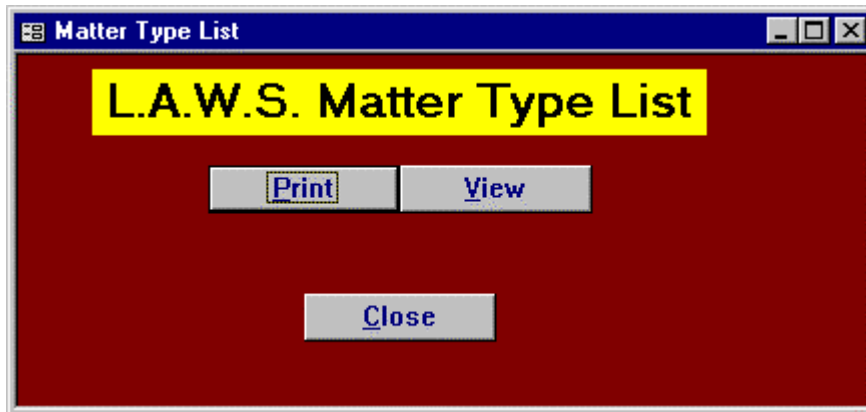
**L.A.W.S. CORPORATION - DEMONSTRATION**

**Court \ Location List**

Code	Name & Address	Court Memo
CONF1	Conference Room #1 First Floor - West Wing	
CONF2	Conference Room 2 Second Floor - East	
MACOMB	Macomb Circuit Court 542 Watters Street Mt. Clements, MI 48653	
OAKLAND	Oakland County Court 12345 Western Avenue Oakland, MI 48563	Corner of Western and Main Judge Wilson

## MATTER TYPE LIST

The Matter Type List prints or displays all Matter Types defined and utilized by the firm. After selecting the Matter Type List option, the following form is displayed.



### Matter Type List Selection Screen

No selection criteria is available for the Matter Type List.

A sample of the Matter Type List can be found on the next page.

#### **Sample: Matter Type List**

# L.A.W.S. CORPORATION - DEMONSTRATION

## Matter Type List

Code	Description	Matter Type Memo
BKR	Bankruptcy	
CRIMINAL	Criminal	
GEN	General	
TAX	Tax Matters	

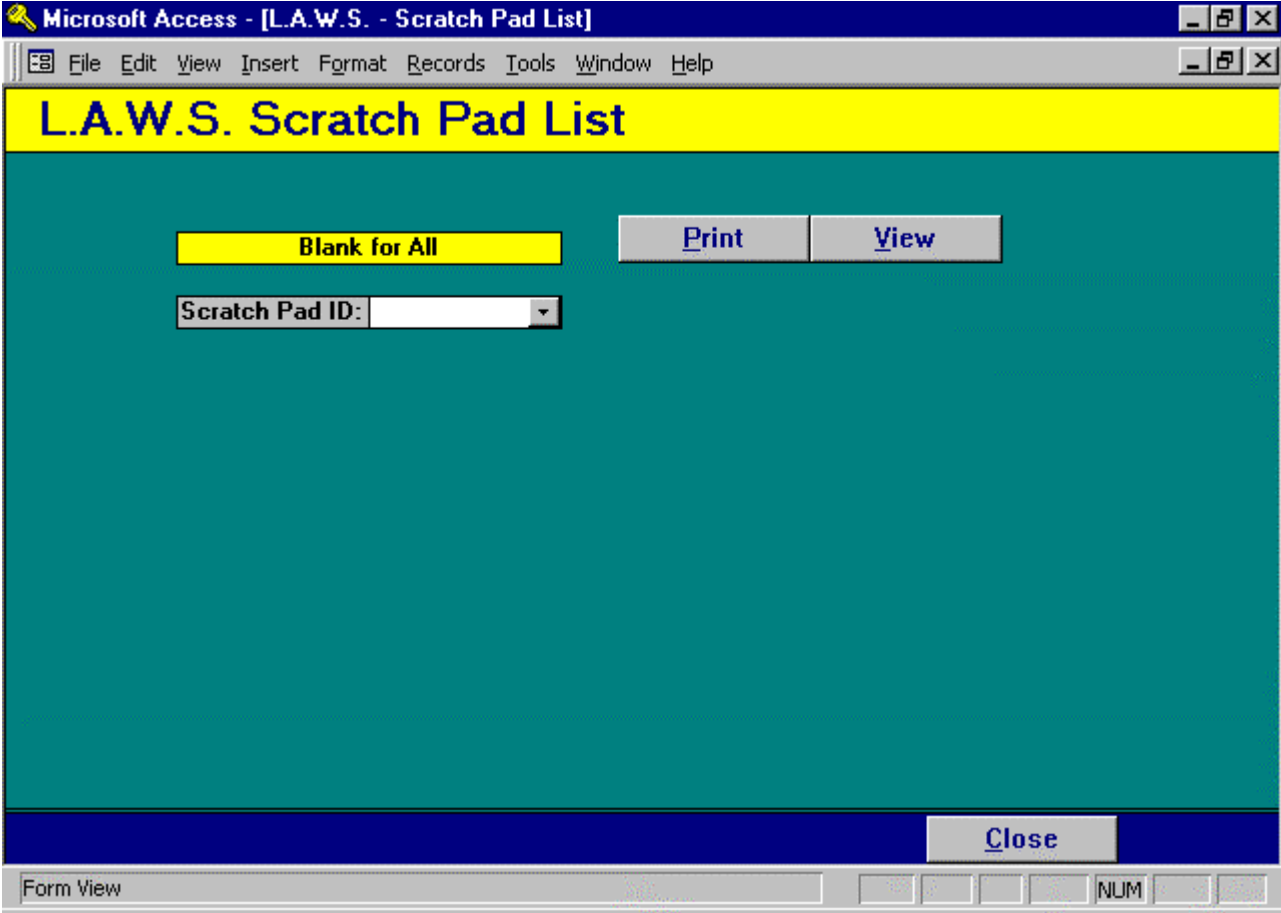
## SCRATCH PAD LIST

The Scratch Pad List allows the listing of user-defined Scratch Pad information. The Scratch Pad Selection program allows for the selection of a single scratch pad or of all Scratch Pads. After selecting the Scratch Pad option, the following screen is displayed:

### Scratch Pad List SelectionScreen

#### **SCRATCH PAD ID**

Enter the desired Scratch Pad ID to be listed. Leave the code blank for a listing of all Scratch Pads.



A sample of the Scratch Pad list can be found in the next page.

### **Sample: Scratch Pad List**

**L.A.W.S. CORPORATION - DEMONSTRATION**  
**Scratch Pad Listing**

<b>ID</b>	<b>Scratch Pad Description</b>	<b>System Assigned Counter</b>
DIVORCE	Spouse's name	99
	Children	100
	Children	101
	County	104
INPUT	Address 1	4
	Address 2	5
	Address 3	6
	Social security number	7
	Guardian	8
	Number of children	10
	Birth date	11
	Hdag	98
PHONE	Private Line	105
	E-Mail	106
	Modem	107
	Car Phone	108
	Cell Phone	109
	Fax	110

