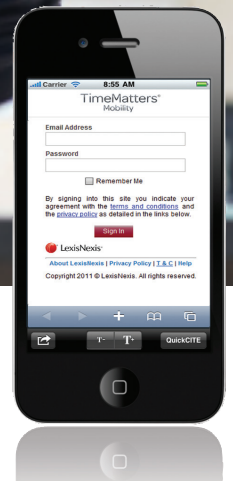


Optimize your firm's efficiencies, client service levels and competitive position – anytime, anywhere with Time Matters.

Go Mobile with  
Time Matters®



**Time Matters practice management software** offers powerful customization and automation features that effectively manage the elements of your workday – calendars, email, cases, clients, contacts, deadlines, communications, research, documents and more.

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

Thousands of legal and business professionals trust award-winning Time Matters software to help them manage day-to-day information and activities.

Use the Time Matters Mobility service and convert downtime into additional billable hours by gaining the power to work wherever you need to and whenever you choose to. Respond to clients faster, securely access case and matter information, enter time and expenses on the spot and more – right from the palm of your hand.

For more information, contact your Account Executive, call **1-800-328-2898** or visit [www.lexisnexis.ca/timematters](http://www.lexisnexis.ca/timematters).

## Centralized Case and Matter Information

Avoid “information overload” and quickly locate any information 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.

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.

## Conflict Check

Help ensure there are no conflicts of interest in your firm’s matters with comprehensive search capabilities.

## Outlines

Effectively plan your case strategy with a robust outlining tool and links to related tasks, events, deadlines, contacts and more.

## Notes

Gather and save text – from research results to meeting outcomes – and save each note with related matters.

## Docketing, Calendaring and Scheduling

Track time as you work to gain greater accuracy and completeness. Each activity or record tracked and captured in Time Matters can be turned into an entry for client billing.

Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records.

The comprehensive alert and reminder system in Time Matters helps your firm automate workflows and apply best practices across the organization. Save workflows to apply proven processes to future matters.

## Document Management

Associate your documents and emails with case and contact records to quickly and easily retrieve pleadings, briefs, memos and more.

The version control feature allows tracking of an unlimited number of versions, reverting to old versions, and opening old versions as new documents.

Save documents directly from Microsoft® Word, Excel® and Internet Explorer®; Adobe® Reader®; and Corel® WordPerfect®. Generate flawless client and court papers in seconds.

## Mobility

The Time Matters Mobility service and integration with Microsoft® Outlook® and Exchange free lawyers and staff from the office, enabling your firm’s members to be productive on the go.

Obtain matter or client 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 Apple® iPad® and iPhone®, BlackBerry®, Google™ Android™ or Microsoft® Windows® 7 mobile devices.

## Desktop Extensions

Access your vital data, including your schedule, contacts, documents and notes, with Desktop Extensions. These tools allow you to see your own data quickly and avoid the distraction of sifting through information assigned to others in your firm. It’s easy to set these extensions up on your Microsoft® Windows® desktop or your sidebar so they are always available at a glance.

## Built-In Security

Prevent unauthorized access and track change activities to preserve data integrity and safeguard your firm against malpractice claims.

## Flexibility

Adapt Time Matters to your work habits. Powerful customization and automation features, such as auto-entry forms, custom record types, Triggers and Chain Templates, streamline workflow and support collaboration.

## Comprehensive Integrations

Time Matters integrates with PCLaw software as well as other third-party legal billing systems, standard office software and hardware.

For more information, contact your Account Executive, call **1-800-328-2898** or visit [www.lexisnexis.ca/timematters](http://www.lexisnexis.ca/timematters).

