



To Whom It May Concern:

Dan Naumovich recently completed a project for us which entailed a bit of translation. He tackled some fairly technical concepts, and then produced documents which our prospects and clients were actually able to understand. He did a fine job, and we have received compliments on the literature he authored.

A handwritten signature in blue ink that reads "Greg O'Connor".

Greg O'Connor
Chief Operating Officer

Countless opportunities arise everyday, to solidify your clients' trust and strengthen your reputation. Legal Files will help you to capitalize on those opportunities.

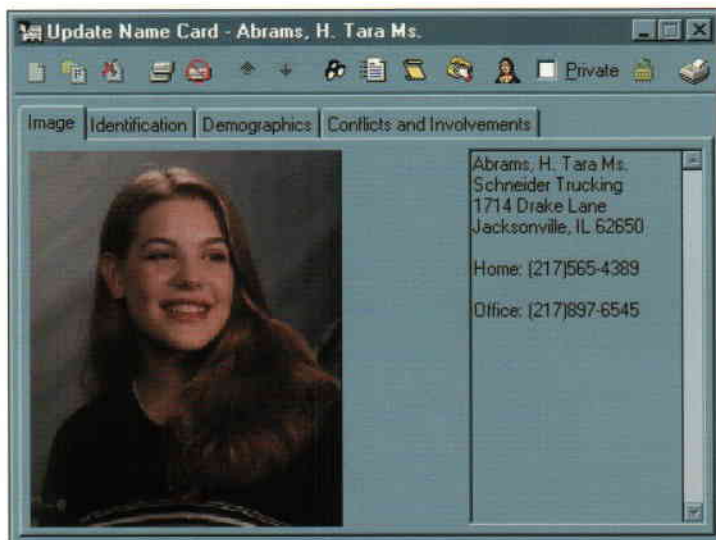
The Personal Touch

Legal Files Name Cards allow you to attach your client's personal information to every appropriate file. This information is always one click away as you work on their file. An unexpected call from any file-related person will never find you unprepared. They'll be impressed with the careful consideration being given to their matter.

Respond to messages and calls promptly

The Messages, Mail, and Notes feature tracks all in-coming and out-going calls and mail. You can assign follow-up instructions to each one, ensuring a quick and complete response.

Events with clients or anyone can be scheduled using Legal Files Calendar. You



can find the most convenient times by checking your daily, weekly, or monthly schedule. If other members of your staff need to be present, the firm wide and group calendar views will show their availability.

An excellent reputation and a goal-oriented staff make for a healthy law office. But it's important to be healthy financially as well. Legal Files hasn't forgotten that your law practice is also a business.

Valuable Information

Getting to the bottom line is easy in Legal Files. You can examine the day-to-day activities of your office by using the Reports feature.

The administrative reports will provide you with an overview of the entire office. You can check individual assignments and the activity on every file so that nothing falls through the cracks. Pre-made file, user, and management reports will quickly present you with the information you need.

All of your expenses, time, and billing can be tracked in Legal Files and exported to popular accounting programs.

Because Legal Files contains so much valuable information, you may utilize the Program Security to control access. Using passwords, you can assign security rights at the file, case, or matter level.

A Growth Investment

With Legal Files your office productivity can increase up to 40% or more without any additional staff. If adding staff and offices is in your future, Legal Files is ready to grow right along with you. Designed to take advantage of cost-effective internet lines, Legal Files is the perfect way to link offices and still maintain a common network of information.

Legal Files makes it easy for a smart lawyer - to be a smart business person.

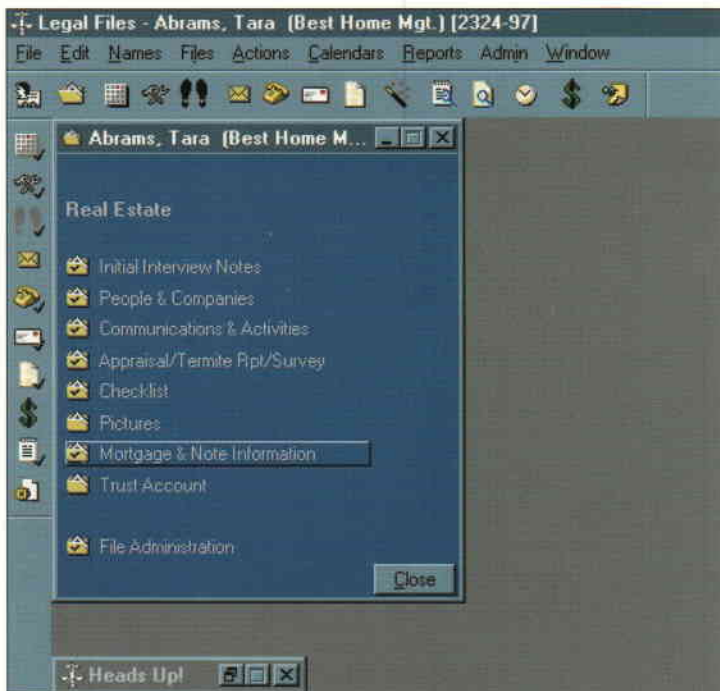
Date	Time	Description	To/For	From/With	Type	Status
4/15/1999		Fax Cover		Kirchner, Rand		N/A
4/15/1999		Last Year's Tax Information	Kirchner, Rand	Kirchner, Rand	Follow-Up	Open
4/15/1999		File 1999 Taxes	Effingham, Sally	Kirchner, Rand		Open
11/12/1998	11:10AM	Received appraisal	Kirchner, Rand	Best Home Mor	General, Received	N/A
10/30/1998	11:10AM	Discussed gas company e	Abrams, H. Tara	Kirchner, Rand	Out-Bound	N/A
2/03/1998	11:20AM	Appraisal		Kirchner, Rand	Note	
12/16/1997		Billing Statement		Effingham, Sally		Received
12/11/1997	10:00AM	Closing	Kirchner, Rand	Best Home Mor	Appointment	Open
11/21/1997		Letter to Seller Re Closing		Effingham, Sally	Letter	Mailed/Sent
11/21/1997		Warranty Deed		Effingham, Sally	Document	Received
11/21/1997		Letter to Buyer Re Closing		Effingham, Sally		Mailed/Sent
11/13/1997	4:00PM		Kirchner, Rand	Abrams, H. Tara	Appointment	Open

The Transaction Summary provides a quick file overview.

At home in your office

The varied duties of your staff may have required several software applications to meet all of their needs. Legal Files is the one system designed to meet all of those needs, creating a familiar and comfortable network throughout your office.

The workflow and productivity tools form a strong, easy-to-use structure for navigating Legal Files. The tool bar provides access to commonly used features like the calendar, to-do list, name cards, and communication functions.



The tool box accesses the same features, only the information provided is related to the particular case or matter that is currently open.

Make it work for you

A big part of Legal Files strength is its flexibility. An unlimited number of custom screens can be created to adapt to your staff's needs. Menus, document templates, and task wizards can also be customized to include all of the information you require.

The task and to-do lists give everyone the benefits of organizing and prioritizing their assignments. The lists can reference specific files and are easily accessed through the calendar and tool bar. The unique and powerful Heads Up feature alerts you to deadlines, as well as any new messages.

Build a more powerful case

The resources of your entire office will be at everyone's fingertips with Legal Files synchronization system. Any data, documents, or images created or modified, anywhere on your network, are synchronized to every other location. This system uses low-cost phone lines or the internet, making it efficient and affordable to have real-time replication of data.

When out of the office, you can carry all of your office's data on your notebook. Legal Files will be fully functional and any work you do will be replicated throughout the system when you reconnect to the network.

Legal Files takes over much of the burden of everyday tasks, allowing your staff to be more productive and to surpass all of their goals.

Legal Files' case menus can be customized to fit your practice.

Everyone in your office wants to be the best that they can be.

Creating an efficient working environment will help them achieve their professional and personal goals. Legal Files helps you to create that environment.

Case Management

- 32 Bit Program & Database
- Message Notification
- Client/Party Information
- Conflicts Checker
- File Manager
- Custom Menus
- Custom Screens
- File Notes
- Checklists
- Activity Summary
- Time & Billing
- File & Management Reports

Groupware

- E-mail
- Group Scheduler
- To Do's
- Delegation Tracking
- Phone Log
- Document Assembly
- Document Management
- Response Tracking
- Images & Video
- File Security
- Accounting Links
- Text Searching

FEATURES

Support Services

- Telephone Support is available to you from the Legal Files Software Help Desk.

- Training is available on site or at the Legal Files Software Facilities.

- Installation assistance is available on site or by phone from our Technical Help Desk.

A model of efficiency

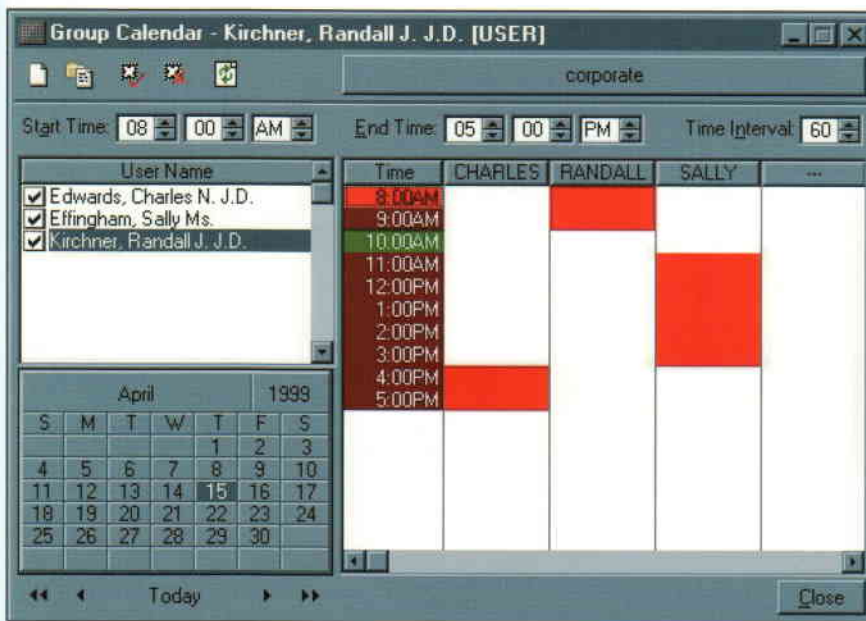
The Task Wizard allows you to assign a group of routinely performed tasks to a particular case. The tasks are then automatically delegated to the proper staff. An unlimited number of custom templates can be created from the Task Wizard.

Human Resources

Regularly reviewing personnel information can help you identify and address any potential problems with your staff. Legal Files allows you to easily access compensation and benefit information for each employee, as well as post notes to their

file. This sensitive information is secured with passwords.

The group calendar provides side-by-side views of staff schedules.



Connect With Legal Files

For a more efficient, productive, and profitable law office.



Legal Files Software, Inc. ♦ 2730 S. MacArthur Blvd. ♦ Springfield, IL 62704
(800)500-0537 ♦ Fax (217)523-2390 ♦ www.legalfiles.com

Legal Files

Case & Office Management Software

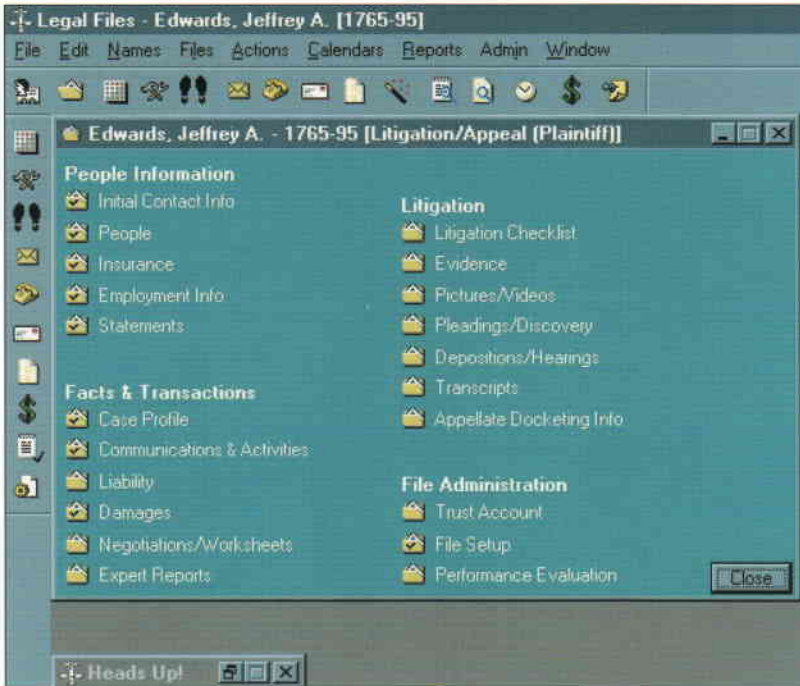
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Meeting The Needs Of Trial Lawyers

The day-to-day activities of the litigation law office are unique when compared with other types of practices. Unfortunately, not all case management software programs address these special needs. Fortunately, there is Legal Files.

Developed in a multi-office, litigation law firm, Legal Files will do more than just address your needs. All of your activities will be carried out to the last detail. Faster and more efficiently than ever before.

Adjusting to new legal software can be frustrating and time consuming. With Legal Files, all the adjusting has been done for you.



In Legal Files, you will find software that has clearly walked in your shoes, and the advantages will be apparent from the start. From the initial complaint through to the final appeal, you'll find a comfortable environment to carry out every step of the litigation process.

For those needs that are unique even among litigation firms, Legal Files allows you to customize screens and menus to meet your specialized demands.

A Solid Framework For A Successful Case

Being thorough without being inefficient is the key to a successful case. With Legal Files there are no wasted motions.

You'll have quick access to screens that will track all of the pleadings and discovery documents associated with any case. All of the pertinent information – filing dates, parties served, methods of service – are conveniently available.

Legal Files calendar lets you view depositions and hearings separately to assist with litigation planning. And the calendar will check for scheduling conflicts as well as indicate the status of all appointments.

Legal Files will keep you moving along with confidence. Even during cases that are particularly long and involved.

When your case involves a large number of statements and depositions, Legal Files provides screens that will facilitate your document management. Every statement is linked to a name card and then attached to the appropriate file. The date, time, and content of the statement or transcript can be quickly reviewed at any time.

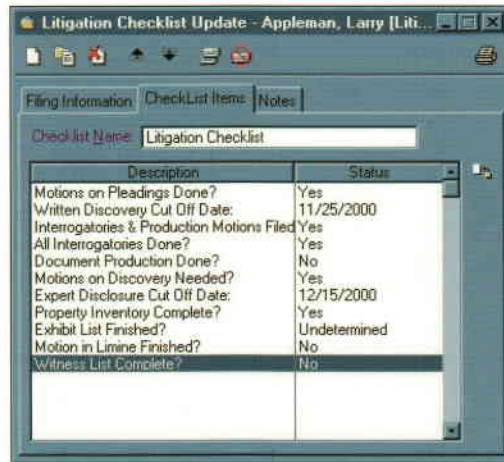
You'll also have an area to evaluate both the statement and the person who gave it. Entering your observations while the experience is still fresh in your mind will aid greatly as the case progresses. You can even scan and attach documents and evidence photos.

No Wasted Motions

Good case management software will take the information you enter, then allow you to access it in a variety of useful manners. Legal Files takes this one step further, allowing you to instantly access information entered by your entire staff.

The Tools To Maximize Results

Legal Files is designed to accommodate you and your staff through the entire litigation process.



The litigation checklist helps you to keep on top of critical dates for pleadings, discovery, and trial preparation. The checklist can be customized to any style of case. You can even use separate checklists for different stages of litigation.

Damages		Deductions			
	Actual	Proposed			
Damages:	\$15,868.50	\$15,869	Attorney Fees:	\$16,667	\$16,667
Income Loss:	\$1,690.00	\$1,690	Cost:	\$280	\$280
Pain & Suffering		\$0	Unpaid Damages:	\$13,542	\$1,827
Disability		\$0	Misc. Deductions:	\$0	\$0
Property Loss		\$16,800	Subrogations:	\$13,542	\$13,542
		\$0	Total Damages:	\$17,559	\$34,359
		\$0	Total Deductions:	\$44,031	\$32,316
		\$0	Net To Client:	\$5,969	\$17,684
Total Damages:	\$17,559	\$34,359			
Unallocated:	\$32,441	\$15,641			

You'll see all of your cases to their maximum potential when you use Legal Files. A series of features has been added to assist you with preparing negotiations and settlements, as well as tracking damages and liabilities.

The negotiations screen tracks the history of all demands and offers that have occurred during the course of the file. You will always have a clear picture of the current situation.

The settlement worksheet is a time-saving feature that utilizes information that was entered in other sections of the file. It can be used to consider any comparative fault, calculate attorney's fees, and then provide the net-to-client amounts based on the proposed settlement amount. An unlimited number of worksheets can be created to display various settlement scenarios. All of your worksheets can be saved for future reference.

Any damages to be considered can be tracked on the damages screen. You can access details on:

- Medical records & bills
- Payments & charges
- Property or income loss
- Liens & subrogations

All of this information transfers to the settlement worksheet.

The liability screen tracks statute dates, file facts, and other details. You can also attach your own evaluations and track third-party considerations.

You'll always have the big picture right at your fingertips when Legal Files is on your desktop.

The worksheet pulls in damage totals, taking into account subrogations totals.

Special Litigation Features

Filing Information
Litigation Checklist
Pleadings & Discovery
Hearings & Depositions
Transcripts
Expert Reports
Witnesses
Evidence
Scanned Images
Appeals

Liability
Damages & Payments
Expenses
Employment
Insurance
Negotiations
Settlement Worksheet
Trust Accounting
Settlement Report
Contacts & Marketing