

Juris® Time, Billing, Accounting and Financial Management Software

Gain deeper insight, make sound decisions and drive stronger financial performance for your firm.



As your firm adds new staff, increases work volume or expands to more practice areas, basic billing tools may no longer meet your needs. To track and build stronger business results, many firms count on Juris® time, billing, accounting and financial management software.

- **Legal-specific Juris software helps you manage your firm like a business.**
- **With Juris, your firm gains greater control over receivables, payables, trust accounting and budgeting.**
- **Juris analytical tools and on-demand performance intelligence help firm leaders gain deeper insight, make sound decisions and drive stronger financial performance.**

Market-leading Juris software helps firm business managers and partners:

- Streamline billing and e-billing
- Improve cash flow

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- Comply with legal-specific accounting requirements
- Track, monitor and manage resources
- Determine which clients and matters are most profitable
- Make better-informed business decisions
- Increase revenue, grow partner income and achieve optimal financial performance

Manage Timekeeping and Billing

Improve Your Billing and Accounting Processes

Make sure your firm's billing is comprehensive, timely, compliant and formatted for client needs.

Streamline preparation of bills and ebills to reduce staff fatigue, errors, overtime and contracting costs.

Customize billing cycles to fit your business requirements and maximize staff efficiency.

Keep trust accounts up-to-date, accurate and compliant with regulations.

Juris software successfully provides the diverse timekeeping, billing, e-billing and accounting options that law firms require, along with ease of use and a strong audit trail.

Timekeeping for Your Workflow

Capture more billable time with convenient, easy-to-use Juris features including:

- Convenient time-entry options, whether you're in the office or on the move
- Spell check throughout
- Powerful "Grid View" feature that displays timekeeper or team-level billing/utilization
- Firm-defined task codes with optional hours and/or flat fee amount to charge, plus the ability to translate task codes to client-specific codes up to 12 characters each
- Firm-defined shorthand abbreviations
- Client- and matter-specific billing rates at your fingertips
- Unlimited rate schedules by timekeeper and/or personnel type
- Role-based views for time entries
- Ability to lock matters from further time and/or expenses
- Electronic billing and e-mailing of bills (standard features)

Creation Date	Entry	Client Code	Matter	Hours Worked	Amount	Narrative	Bill	Rate	Hours to Bill
6/29/2010	JAM	4100	0014	1.25	275.00	Review of documents	<input type="checkbox"/>	220.00	1.25
6/29/2010	JAM	4100	0014	0.25	55.00	Phone call from Vogel's office re:	<input type="checkbox"/>	220.00	0.25
				Sum = 1.50	Sum = 330.00			Sum = 440.00	Sum = 1.50
Timekeeper Name: Heron, Lee Ann (Count=1)									
10/20/02	LAH	11/6/2006	Draft	4100	0014	9.00		2,475.00	9.00
				Sum = 9.00	Sum = 2475.00			Sum = 275.00	Sum = 9.00
Timekeeper Name: Martz, James A (Count=24)									
2/28/2009	JAM	11/24/2010	Draft	4100	0014	0.50		0.00	275.00
5/11/2010	JAM	7/23/2010	Draft	4100	0014	0.50		68.75	275.00
5/11/2010	JAM	7/19/2010	Draft	4100	0014	0.50		68.75	275.00
1/26/2010	JAM	7/14/2010	Draft	4100	0014	4.00		1,100.00	275.00
5/11/2010	JAM	7/13/2010	Draft	4100	0014	4.00		1,100.00	275.00
5/11/2010	JAM	6/25/2010	Draft	4100	0014	2.25		618.75	275.00
5/11/2010	JAM	6/22/2010	Draft	4100	0014	0.50		68.75	275.00
5/11/2010	JAM	6/18/2010	Draft	4100	0014	0.50		68.75	275.00
5/11/2010	JAM	6/18/2010	Draft	4100	0014	0.25		68.75	275.00
5/11/2010	JAM	6/11/2010	Draft	4100	0014	2.25		618.75	275.00

Use the Grid View feature to explore timekeeper or team billing/utilization data and summarize by status, matter, clients or date.

Billing that Pays

Accelerate cash flow by expediting bills tailored for your clients and reducing errors, month-end disruptions, adjustments, write-offs and bad debt. The flexible Juris bill designer enables your firm to produce professional bills that meet client-specific and practice-area formatting requirements, including appropriate representation of trust activity. By applying compliance rules (client-specific, firm and other) at time entry, Juris helps assure that your bills will be accepted by your clients.

You can minimize errors by making the most of Juris audit, validation, compliance and spell-check features. Also eliminate the need for month-end processing and duplicate data entry with the benefits of Juris date sensitivity and tight integration between the software's financial components.

Instructions
Use this form to create rules to be run against Time/Expense entries to ensure the data entered meet defined guidelines and standards.

List Rule

Code: Partner Severity: Error

Description: Partner Restriction

Instructions: This client will not pay for partners to perform administrative tasks.

Start Date: 01/01/2000 End Date: 12/31/2100

Applies To: Expense Entries Time Entries

Definition

This rule fails if the selected field(s) ...

Non-Selected Items		Selected Items	
Code	Description	Code	Description
B120	Asset Analysis and Recovery	B100	Administration
B130	Asset Disposition	B110	Case Administration
B140	Relief from Stay	B310	Claims Administration
B150	Meetings of and Communications	L140	Document/File Management
B160	Fee/Employment Applications		
B170	Fee/Employment Objections		
B180	Avoidance Action Analysis		
B185	Assumption/Rejection of Leases		

Billing compliance features help you minimize errors.

Juris Integrates with Time Matters® Software for Matter Management

Improve business outcomes by enhancing your firm's case or matter workflow with Time Matters® practice management software. By integrating Juris with Time Matters, you add the benefits of calendaring, contacts, document management and matter workflow. Time Matters helps you:

- Centralize contacts and matters
- More effectively oversee schedules, deliverables and interactions with key parties
- Keep and manage record and documents
- Access matter information from anywhere using mobile devices

For more information, contact your mid-law solutions specialist.



Benefit from these billing features and more:

- Task- and activity-based billing
- On-demand, flat fee and retainer billing
- Split billing based on threshold amount and/or percentages
- Expense-only, fee-only and summary bills
- Discounts and surcharges
- Unlimited consolidation of groups by client
- Support of corporate-specific electronic bill formats
- Visual design of bill formats with import and export features
- Ability to import data from most common cost capture sources (copiers, scanners, etc.)
- Matter-level option to automatically send bills or bill copies by e-mail
- Unpost and correct
- Selection of prebills individually or by client, frequency, cycle, billing or timekeeper for editing and review
- Accounts receivable statements

Electronic Billing

Electronic bills (e-bills) represent 20 percent of all billing by U.S. legal firms. Through a LexisNexis relationship with eBillingHub, Juris customers reduce the headaches and lost time incurred in dealing with rejected invoices and multiple electronic billing vendors.

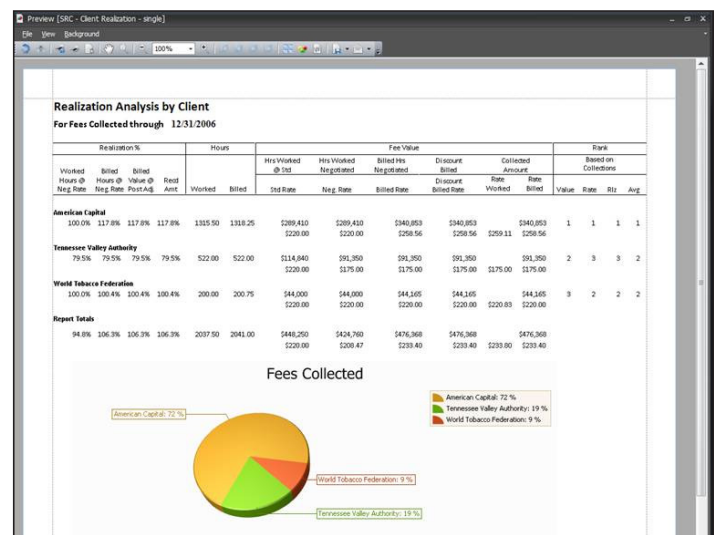
eBillingHub®* provides one point of submission with conformance to LEDES standards, enabling your firm to validate invoices before submitting them to e-billing vendors.

*Additional fees apply.

Billing Reports

Juris offers all-inclusive drill-down of client matter inquiries. You can generate reports by billing lawyer, originating lawyer, working timekeeper, practice class, billing agreement, office location, etc. Reporting capabilities include these and more:

- Hours and fees worked, billed, adjusted, written off and received
- Expenses incurred, billed, adjusted, written off and received
- Work-in-process and accounts receivable aging
- Working, billing and collecting realization based on actual (i.e., negotiated) rates and standard rates
- True open-item receivables
- Report queues allowing you to catalog sets of reports for printing multiple reports in a single step
- All original and adjusting entries on audit trails, helping to preserve data integrity and security



Generate billing reports to meet your firm's specific needs.

Integrate Accounting, Disbursements and Conflict Checks

Accounting

Meet your firm's specific accounting needs and increase operational efficiency with flexible Juris accounting tools.

- Juris distinguishes between fees, cash expenses and non-cash expenses while supporting accrual, billed and cash accounting methods.
- Juris trust accounting tools allow firms to maintain appropriate segregation of client and firm (operational) funds.
- You can define your chart of accounts and multi-level sub-accounts to match your firm's unique financial and organizational needs.

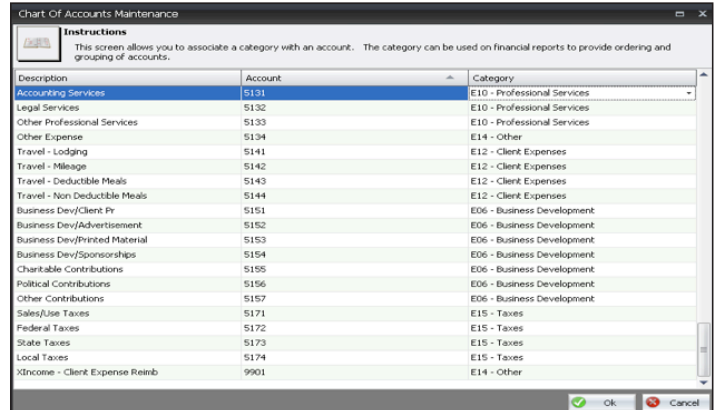
Plan and achieve your financial targets with powerful management tools: comparative financial statements, budget versus actual, profit center reporting, multi-purpose financial statements and more. Juris provides decision makers with up-to-date information on the financial progress of the firm compared to prior periods or budgets—and enables the firm to meet external reporting requirements from banks and the IRS.

In addition, Juris provides effective conflict searching. As you bring on new clients, Juris will help you identify potential conflicts of interest from prior relationships.

Juris integrates financial information from billing, general ledger, disbursements and accounts receivable. The firm can choose to report using a cash, accrual or hybrid accounting method. Juris accounting tools also offer these capabilities and more:

- Cost center (departments) and multiple office capability
- Profit and Loss, Balance Sheet, Cash Flow and special purpose statements
- Cash, accrual as billed and full accrual options
- Budgeting at the profit center or timekeeper level by account by month
- Unlimited number of accounts, entries, financial statement formats and supporting schedules
- Ability to view individual accounts on screen to analyze or to determine the reason for an unusual change
- Tools that handle recurring transactions, saving you steps and reducing errors

- Firm control over who, if anyone, can enter prior-period information
- Full integration with other Juris software components



Customize your chart of accounts.

Disbursements/Accounts Payable

Juris cash management and payables capabilities help you:

- Improve cash flow with reporting that shows when resources are needed
- Use vendor history reporting and inquiries to set maximum payment limits, holding of selected or all payments for problem suppliers, etc.
- Generate checks on demand rather than waiting for batch processing
- Benefit from audit trails showing descriptions of sources and use of funds for all original and adjusting entries
- Speed your check reconciliation with automated tools
- View cash balances on-screen and scroll through deposits and disbursements in real time
- Make a single transaction to write a check, post entries in your general ledger (GL) and put client disbursements in the client's work-in-process file folder
- Select items to be paid by date range, vendor, voucher, etc.
- Manage multiple operating bank accounts and multiple trust bank accounts
- And more!

Be Ready With a Sound Audit Trail

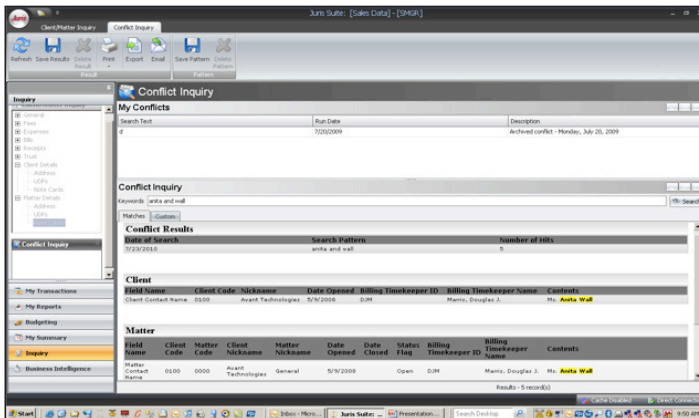
You can be confident, knowing that Juris financial software securely tracks all transaction activities.

Conflict Checking

The integrated Juris database allows real-time Conflict Search of your matter information. Setup options let you select the specific information to include in each search. Your selection can include client and matter names, addresses, descriptions and note cards at the client or matter level containing other special information and more.

The conflict index uses real-time information from the Juris database. When data is input to Juris, it is available immediately for use in your conflict searches. There is no need to maintain two separate sources of information.

While Juris is only one source for conflict checking, it will play an important role in helping your firm avoid costly conflicts of interest. A "single search" searches all selected types of information.



Perform conflict searching in real time.

Gain More Insight into Time and Expenses with Juris Suite

Juris Suite helps managing partners, supervising attorneys and their legal teams increase productivity and per-partner income. The suite consists of Time and Expense Transactions and My Summary, along with Juris Suite Reporting, Juris Suite Business Intelligence and Juris Suite Budgeting capabilities.

Juris Suite Time and Expense

Juris Suite includes time tracking, reporting and mobility options for working attorneys. It also delivers situational awareness in the form of a command center that allows managers and teams to see an up-to-the-minute, easily digestible view of critical information.

The Juris HeatMap presents a view of billable time versus plan at the timekeeper, group and firm levels, providing an "early warning system" against leakage of billable time.

The configurable HeatMap view lets each fee earner know continually where the individual stands against target.

Prefer a calendar view? A quick click and your calendar displays the highlights for the day. Select a day and drill down to view the details. Tracking and entering time is a snap whether it is entered on your desktop workstation, entered on your notebook computer (on or off the network) or captured via your mobile device. Juris Suite Time and Expense Transactions also includes an automatic compliance feature that pre-audits time entries against client mandated rules.

You can use Juris Suite whether you are in the office or working remotely. The Cache Mode option converts downtime into productive time by allowing you to use Juris Suite when disconnected from the network.

My Calendar: by Timekeeper [by Hours Worked]												
Monday		Tuesday		Wednesday		Thursday		Friday				
Hours Worked: 9.00 Amount Worked: \$2,475.00 Amount to Bill: \$2,200.00	May 24	Hours Worked: 5.50 Amount Worked: \$1,512.50 Amount to Bill: \$1,512.50	May 25	Hours Worked: 5.25 Amount Worked: \$1,443.75 Amount to Bill: \$1,443.75	May 26	Hours Worked: 9.00 Amount Worked: \$2,475.00 Amount to Bill: \$2,200.00	May 27	Hours Worked: 7.50 Amount Worked: \$2,062.50 Amount to Bill: \$2,200.00	May 28	Hours Worked: 7.50 Amount Worked: \$2,062.50 Amount to Bill: \$2,200.00	May 29	Hours Worked: 7.50 Amount Worked: \$2,062.50 Amount to Bill: \$2,200.00
Hours Worked: 8.00 Amount Worked: \$2,200.00 Amount to Bill: \$2,200.00	May 31	Hours Worked: 6.00 Amount Worked: \$1,700.00 Amount to Bill: \$1,700.00	Jun 01	Hours Worked: 6.25 Amount Worked: \$1,768.75 Amount to Bill: \$1,768.75	Jun 02	Hours Worked: 6.25 Amount Worked: \$1,768.75 Amount to Bill: \$1,768.75	Jun 03	Hours Worked: 6.50 Amount Worked: \$1,837.50 Amount to Bill: \$2,200.00	Jun 04	Hours Worked: 6.50 Amount Worked: \$1,837.50 Amount to Bill: \$2,200.00	Jun 05	Hours Worked: 6.50 Amount Worked: \$1,837.50 Amount to Bill: \$2,200.00
Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 07	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 08	Hours Worked: 7.75 Amount Worked: \$2,187.50 Amount to Bill: \$2,187.50	Jun 09	Hours Worked: 7.75 Amount Worked: \$2,187.50 Amount to Bill: \$2,187.50	Jun 10	Hours Worked: 8.25 Amount Worked: \$2,281.25 Amount to Bill: \$2,281.25	Jun 11	Hours Worked: 8.25 Amount Worked: \$2,281.25 Amount to Bill: \$2,281.25	Jun 12	Hours Worked: 8.25 Amount Worked: \$2,281.25 Amount to Bill: \$2,281.25
Hours Worked: 8.25 Amount Worked: \$2,281.25 Amount to Bill: \$2,281.25	Jun 14	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 15	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 16	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 17	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 18	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00	Jun 19	Hours Worked: 7.00 Amount Worked: \$1,925.00 Amount to Bill: \$1,925.00

Juris HeatMap graphically represents billable time versus plan at the timekeeper, group or firm level.

Juris Suite Reporting

Measurement improves performance.

Increase partner income with real-time, relevant information tailored for each individual at the firm.

Juris Suite Reporting provides a library of 700+ standard reports, including timekeeper, client and financial analysis, and a powerful report writer. This collection includes most of the common business metrics used by successful law firms today. Juris allows each individual at the firm to decide exactly what information to view, how to view and use it, and when to receive it.

Firm leaders can view financial performance across multiple offices and practice areas, regardless of where they are located and drill down to detailed information underlying the management report.

Juris Suite is about designing, distributing, analyzing and managing real-time information for sound decisions and timely action.

- Design new reports from existing reports by using any report as a starter-template.
- Link reports together to facilitate complex drill-down relationships and analysis.
- Use “Pivot-table” features to easily manipulate data, change parameters, and re-organize and sort information.
- Protect sensitive financial information by specifying staff access limits based on firm needs.
- Export content into applications like Microsoft® Excel® to allow for quick and easy analysis.
- Automatically distribute reports to predefined recipients based on key criteria or thresholds

Take More Control with Business Intelligence, Budgeting and Collections

Juris Suite Business Intelligence

The dashboard view provides a secure command center giving you visual insight into firm financial performance, including staff utilization, outstanding receivables and firm-specific key performance indicators (KPIs). You get a full, current picture, including not only information in the firm’s accounting system, but also pending information that hasn’t been finalized and passed to the accounting department.

Law firm leaders tell us they need situational awareness—facts about how the firm is doing in real time—rather than reams of printed reports documenting what happened in the past. They have asked for information and tools to help them make the right decisions and achieve firm goals. Juris Business Intelligence makes real-time information easy to interpret and builds upon the capabilities of Juris Suite Reporting. Business Intelligence includes:

- A custom designer that transforms key reporting and business metric information into powerful visuals or “dashboards,” which can be made up of graphs, charts and range-based images representing firm goals. You can even place reports with drill-down on a dashboard. Dashboards can be tailored to practice groups and viewed from an Internet browser.
- A powerful “alert” feature triggered by rules or exceptions that you set, creating an automatic call-to-action related to key business metrics.



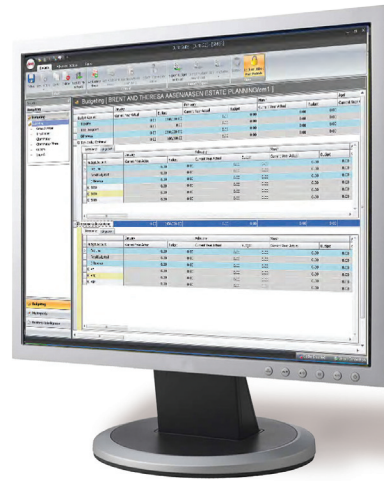
With just one of the customizable Business Intelligence dashboards, you can view your firm’s key profit drivers and drill down to view underlying reports.

Juris Budgeting

Juris helps you plan firm performance and move beyond spreadsheets to achieve faster, more accurate and more complex financial budgeting that's organized by client, matter, timekeeper, GL or sub-account. Firms with fixed fees and alternative billing arrangements can tailor budgets to maintain profitability. To plan for growth, firms can set targets for individual timekeepers, teams, practice areas and offices.

Building upon the reporting and alert capabilities provided through Juris Business Intelligence, Juris Budgeting provides these capabilities and more to help you make sound decisions:

- Use a specialized tool for integrated actuals to increase your speed and accuracy while maintaining flexibility. Use your GL structure, as well as actual data from prior periods, and then apply multiple spread methods to forecast changes in each GL account.
- Import from most common cost capture sources (copiers, scanners, etc.) and import payroll expense data from ADP® and other vendors.
- Create client/matter and individual timekeeper budgets and report on related tasks and expenses for insight into productivity.
- Create multiple budget versions to account for revisions. You can view or customize budget reports and create alerts letting you know before you exceed budgeted amounts.
- Move easily between Budgeting and Excel.



Budgeting enables your firm to build more complex budgets and incorporate the details in custom reports, dashboards and key performance indicators/metrics.

Juris Collections (Available Soon)

Use Juris to manage the collection process in a way that respects each client relationship and status.

- Stay on top of clients with payment programs
- Run reports to highlight problem clients
- Create and send notices and letters configured to different stages in collections cycle either electronically or by paper copy.

Find Model Resources with Lexis® Online Marketplace

Juris subscribers have access to Lexis Online Marketplace, a resource for additional content including reports, billing formats and billing compliance rules.

Juris Software and Support Options

The cost-effective Juris subscription model provides your firm with ongoing product upgrades, technical support and training—all for one monthly payment. You benefit from predictable payments and minimal upfront costs.

*Depending on firm needs, you can choose the **Standard Subscription Package** for billing, accounting, disbursements, time and expense entry, marketplace tools and the **Gold Support Plan** or the **Premium Subscription Package**, which also provides reporting, business intelligence, budgeting and a collections module (available soon), as well as extra marketplace content.*

*You can also upgrade to the **Platinum Support Plan** for technical support with no set limits, plus additional report assistance.*

*In addition, you can accelerate cashflow and reduce the total cost of e-billing through the Juris relationship with **eBillingHub** (additional fees apply).*

Be Confident with Professional Services and Support

Get the Services You Need

Our professional services specialists work with you to ensure a smooth transition to Juris.

With Juris Professional Services, you benefit from expert consultants with experience specific to the legal profession and a commitment to each customer's success. Our approach helps speed your smooth implementation and ease the learning curve associated with a software change.

Implementation

With your participation, approval and support, we help your firm complete an efficient transition.

- Our team works to understand how your firm operates and then helps you configure Juris for your environment.
- We train your staff on steps to ensure minimal loss of productivity during the transition and suggest industry best practices to optimize your success.

Training

Through LexisNexis® University, you can request Juris training delivered in a way that meets your team's learning needs. Self-paced, online individual or group training, live classroom training and one-on-one consulting are all available.

Data Conversion

The data conversion team extracts information from your current system and moves it to Juris in a logical and precise manner so you will be able to view your historical data from Juris.

Custom Design

Juris professionals create firm-specific reports, dashboards, alerts and metrics to meet your needs.

Analysis and Strategic Planning

Juris consultants use proven processes and customized planning to help your firm get up and running with minimal disruption to your business.

Count on the Gold or Platinum Support Plan

After implementation, we'll stand by you with ongoing support.

The Gold Support Plan is included in your subscription. It includes five hours of access to technical support or report modification per month. Subscribers may carry forward up to five unused hours to the next month for a maximum of ten hours in any given month.

If your support needs are greater, you can upgrade to the Platinum Level, which provides technical support with no set limits, as well as additional report assistance.

Telephone technical support is available from 8 A.M. – 8 P.M. Eastern Time, Monday through Friday (except on LexisNexis company holidays).

To learn more, go to www.juris.com or call **888-393-1196**.

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