

Time Matters®

ADVANCED BOOT CAMP

INCLUDING FEATURES
FROM THE NEW V10
RELEASE!

Time Matters is the award-winning and widely used practice management application from LexisNexis®. It allows users to manage calendars, clients, cases and more in one comprehensive application. Yet, most firms are not using many of its most powerful features.

Time Matters Advanced Boot Camp is a full-day training seminar designed for firms that would like to get the most out of the program. You will learn about using advanced features that can significantly boost productivity, efficiency and profitability in your firm. Taught by two of the most senior consultants for Time Matters, you will learn the tips and tricks they have been using for years to get the most from the product.

Advanced Boot Camp is for users who have attended IP Associates' Time Matters Boot Camp (or didn't need to) and want to become a true power user, taking Time Matters to new levels.

This program has applied to the State of Louisiana Small Business Employee Training Program (SBET), which falls under the Incumbent Worker Training Program (IWTP) provided by the Louisiana Department of Labor, to allow attendees full reimbursement for the cost of attendance. Approval is not guaranteed. If you are interested in the status of this application, please call us for an update."

FACULTY

JEFFREY S. KRAUSE

Krause Practice Management, LLC
Waterford, WI

NEIL A. JOHNSON

Practice Development Partners, Ltd
Chicago, IL

DATES AND TIMES

WEDNESDAY, December 9, 2009

IP Building
643 Magazine Street, #102
New Orleans, LA 70130
Contact CIC: Craig Beyer

NOTE: We are also conducting our Boot Camp on Tuesday, December 8th at this same location. Discounts apply if your firm attends both training sessions.



IP Associates LLC
PRACTICE MANAGEMENT - SIMPLIFIED

Time Matters Advanced Boot Camp is presented by IP Associates, LLC which is solely responsible for its content. This seminar is not presented by Time Matters or LexisNexis, a division of Reed Elsevier,

ADVANCED BOOT CAMP TRAINING AGENDA

8:00 a.m.	Registration
8:30 a.m.	Introduction
8:45 a.m.	<p>Document Automation and Assembly</p> <ul style="list-style-type: none"> • Merge Templates with Microsoft Word/Corel WordPerfect • Formattable Clipboard Templates – automate like never before! • Live examples of useful templates that you can take with you!
10:15 a.m.	Break
10:30 a.m.	<p>Scanning and Linking to Time Matters – become a “paper-lessened” firm Advanced Customization of Time Matters – Making TIME MATTERS fit your needs!</p> <ul style="list-style-type: none"> • Customizing Forms, Fields, and more • User-defined Records – virtually limitless uses • Tips & Tricks we’ve learned in over 10+ years of customizing TIME MATTERS
12:00 p.m.	Lunch
1:00 p.m.	<p>Security Do’s and Don’ts Advanced Reporting – manage your firm better with the information you need!</p> <ul style="list-style-type: none"> • Send to Excel Tips & Tricks • Time Matters Report Designer – build your own reports in TIME MATTERS
2:30 p.m.	Break
2:45 p.m.	<p>Advanced Features that Increase Productivity and Profitability!</p> <ul style="list-style-type: none"> • Advanced Workflow/Automation using Form Styles, AutoEntry Forms & Triggers • Chain Templates and Outlines- powerful, automated task lists and checklists • Marketing your firm using TIME MATTERS & 3rd party tools
4:00 p.m.	<p>30 Tips & Tricks in 30 Minutes A rapid fire session featuring 30 useful tips and tricks to help you take Time Matters to its full potential. Boost your firm’s productivity and profitability instantly by using some real “power user” features of TIME MATTERS!</p>
4:30 p.m.	Program Concludes, but we are available until 5:00 p.m. to answer questions not covered in the day’s agenda.

JEFFREY S. KRAUSE

Krause Practice Management, LLC
Waterford, WI
www.krausepm.com

Jeffrey S. Krause is a Wisconsin attorney and is the Owner and Managing Partner of Krause Practice Management, LLC. Krause Practice Management provides technology consulting services to law firms and other professional offices of all sizes.

After beginning his career in private practice, Mr. Krause began assisting other attorneys to better use technology in their law practice. Since 1998, he has helped law firms all over the United States with custom configurations, training and general support.

Mr. Krause is a Certified Independent Consultant (CIC) for the popular Time Matters® Business and Practice Management software as well as its companion Billing Matters.® He has worked with Time Matters through its last six versions and has assisted hundreds of law firms during his nine years as a CIC. He also assists clients with a number of other LexisNexis products including HotDocs®, PCLaw™, and CaseMap.

Mr. Krause is a frequent author and speaker on a variety of legal technology topics and is the primary contributor to a legal technology focused blog at <http://blog.krausepm.com>. His extensive background includes knowledge of document management, email systems, litigation support, time and billing, web marketing and office applications. Prior to embarking on his career as a Technology Professional, Mr. Krause was engaged in the private practice of law. His legal background includes Plaintiff's Personal Injury, Insurance Defense, Real Estate, Land Use Planning and Corporate Law. He is a 1996 graduate of the Marquette University Law School. He also earned an M.A. and B.A. in History from the University of Wisconsin-Milwaukee.

NEIL A. JOHNSON

Practice Development Partners, Ltd
Chicago, IL
www.pd-partners.com

Neil A. Johnson is President of Practice Development Partners, Ltd, a firm that offers project planning, implementation, customization, conversion, training and support to professional services firms implementing solutions based around the LexisNexis Practice Management (LNPM) suite of products.

Emphasizing practical and proven solutions for small to mid-sized law, CPA, management consulting and other professional service firms, Mr. Johnson works with all levels of the organization to improve profitability, increase customer satisfaction, and manage information more efficiently. His unmatched blend of management experience, technical knowledge and customer service allow him to look at both the big picture when working with partners and the detail required by support staff. He has trained thousands of users in various formats and settings over the last twenty years.

Beginning his career as a consultant with a Big Four accounting and consulting firm, Mr. Johnson has over twenty-six years experience in the technology arena. He is experienced in implementing solutions for many types of law firms, including Personal Injury, Insurance Defense, Worker's Compensation, Property Tax Appeals, Litigation, Estate Planning, Family Law, General Practice, Social Security Disability and more.

Mr. Johnson is a Certified Independent Consultant (CIC) for the suite of LexisNexis Practice Management products including Time Matters, Billing Matters, Billing Matters Plus, World Server, HotDocs, CaseMap and PCLaw. He has been a CIC for the past eight years, working with hundreds of firms across the country during that period.

IP ASSOCIATES, LLC

www.ipassoc.com

IP Associates, LLC is a joint venture of Jeffrey S. Krause and Neil A. Johnson & Associates, LLC. IP Associates develops & conducts practice management training seminars, training materials, and practice area templates. Visit www.ipassoc.com for information about our comprehensive suite of Practice Area Templates and training materials.

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Time Matters® **ADVANCED BOOT CAMP**

December 9, 2009

<http://www.ipassoc.com/bootcamps>

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Time Matters® **ADVANCED BOOT CAMP**

REGISTRATION

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888-732-9071

Online
[http://www.ipassoc.com/
bootcamps](http://www.ipassoc.com/bootcamps)

This program qualifies for 6.25 Louisiana CLE credits.

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If Multiple Attendees from the Same Firm:

Name _____
Bar No. _____
Email _____
Name _____
Bar No. _____
Email _____

Total # of attendees _____

Payment Method

Check or Credit Card

Cost **\$325.00***—Early Bird **\$295.00*** (by November 25th).

*Additional \$35 discount if past or future “Boot Camp” attended

Each additional attendee from same firm **\$265.00**

By check: Payable to IP Associates, LLC

Total Amount Paid _____

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Discover _____ American Express _____

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