

Time Matters®

BOOTCAMP

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, despite everything that the program can do, many users never learn anything beyond its most basic functions.

Time Matters Boot Camp is a full-day Time Matters training seminar designed for both new Time Matters users and experienced users who would like to get more out of the program. New users will learn everything they need to know to start using the program. More experienced users will learn advanced tips and tricks that will take their Time Matters use to the next level.

FACULTY

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."

JEFFREY S. KRAUSE

Krause Practice Management, LLC
Waterford, WI

NEIL A. JOHNSON

Practice Development Partners, Ltd
Chicago, IL

DATES AND TIMES

TUESDAY, December 8, 2009

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

NOTE: We are also conducting our
Advanced Boot Camp on Wednesday, December 9th
at this same location.

Discounts apply if your firm
attends both training sessions.



IP Associates LLC
PRACTICE MANAGEMENT - SIMPLIFIED

Time Matters 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, Inc.

TIME MATTERS BOOT CAMP AGENDA

8:00 a.m.	Registration
8:30 a.m.	Introduction
8:45 a.m.	Time Matters Calendar and Scheduling <ul style="list-style-type: none"> • Alerts and Reminders • Time Matters Calendars • Advanced Scheduling—including tips & tricks • Calendar Display Options
10:00 a.m.	Break
10:15 a.m.	Time Matters Contacts and Matters <ul style="list-style-type: none"> • Creating Contact and Matter Records—the right way! • Information on the Form • Using AutoEntry Forms to increase accuracy & productivity • Introduction to Form Customization and Power Views
11:30 a.m.	Communications Email Best Practices
12:00 p.m.	Lunch
1:00 p.m.	Feature Packages—hit the ground running with pre-built customizations
1:15 p.m.	Taking Time Matters to the Next Level <ul style="list-style-type: none"> • Quick Tabs • To Do Delegation System—tracking who's doing what and whether it's done! • Automating Common Activities— a key way to increase productivity! • Document Management—oh so powerful, but are you using it correctly?
2:30 p.m.	Break
2:45 p.m.	Getting the Most Out of Time Matters <ul style="list-style-type: none"> • Using Time Matters Lists • Searching and Sorting • Customizing Lists • Reports, Labels and Printing—the easy efficiency booster that is seldom used! • Time Matters Supporting Records • Time Matters Messenger Best Practices—learn the do's and don'ts!
4:00 p.m.	Ask the Experts Submit your questions any time during the day for answer during this portion of the program
4:30 p.m.	Program Concludes

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 **BOOT CAMP**

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

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Time Matters **BOOT CAMP**

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Payment Method

Check or Credit Card

Cost **\$325.00**—Early Bird **\$295.00** (by November 24th)

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

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