

Amicus Online Study Guide

- 2-3 minutes Amicus Online "Elevator Pitch" describing the product, its value, and core functionality
- Understand Staff/Role types & responsibilities
 - Owner/Partner
 - Attorneys
 - Legal Assistants/Paralegals/Secretaries
 - Office Administrators
- Understand the basic practice areas provided by a legal office
 - Personal Injury
 - Civil Litigation
 - Family Law
 - Real Estate
- Understand the basic features needed to run a legal office
 - Intake Process
 - Calendaring
 - CRM
 - DMS
 - Time Tracking and Billing
- Must be able to demonstrate core aspects of Amicus Attorney functionality
 - Custom Fields
 - File Intake Management
 - Precedents
 - Document Assembly
 - Time Sheets
- Understand customizations and reporting capabilities
 - File
 - File Intake Management
 - Precedents
 - Reports
- Time & Billing
 - Must understand the basic needs for time capture & billing in a Firm (Daily Tasks)
 - Must understand Billing Process (Mass Billing, Applying Payments, Outstanding Bills)
 - Reporting

- Understand the different methods of billing
 - Hourly
 - Flat Fee
 - Contingency
 - LEDES Billing
- 2-3 min Pitches and a basic understanding for remaining sections
 - Notes
 - Events
 - Documents
 - Communications
 - Chronology
- Understand basic integration functionality and products
 - QuickBooks
 - Desktop
 - Online
 - Outlook/Exchange
 - Dropbox
 - Box.com
- Be able to fully demonstrate these items live and within a 45-minute period.