



FOCUS

on the LAW

*Using Today's Technology to
Your Advantage
for
Your Clients*



Software Customizable for Your Practice & Your Law Firm

- *Effortlessly store Client Data and Files in a Database*
 - *Eliminate or Reduce Paper Files*
- *Take Advantage of Email & Scanned Electronic Documents*



Accessibility

- *Uses an Individual "Cloud" Environment*
- *Access your Data & Files from Anywhere over an Internet Connection*




Solution Differentiators

- Automate Routine Processes
 - Personalize Client Letters (Windows OS only)
 - Import and Store Important Client Documents on the Cloud
 - On Demand Billing
- FOCUS is adaptable to your workflow Instead of the other way around
 - The workflow engine is flexible to your organization workflow

Log In Screen

Each user of FOCUS is provided with a unique log in name and password.

Based upon the unique log in name, a user can have a basic or an administrative role within the application.



XLN Focus Login

Username:

Password:

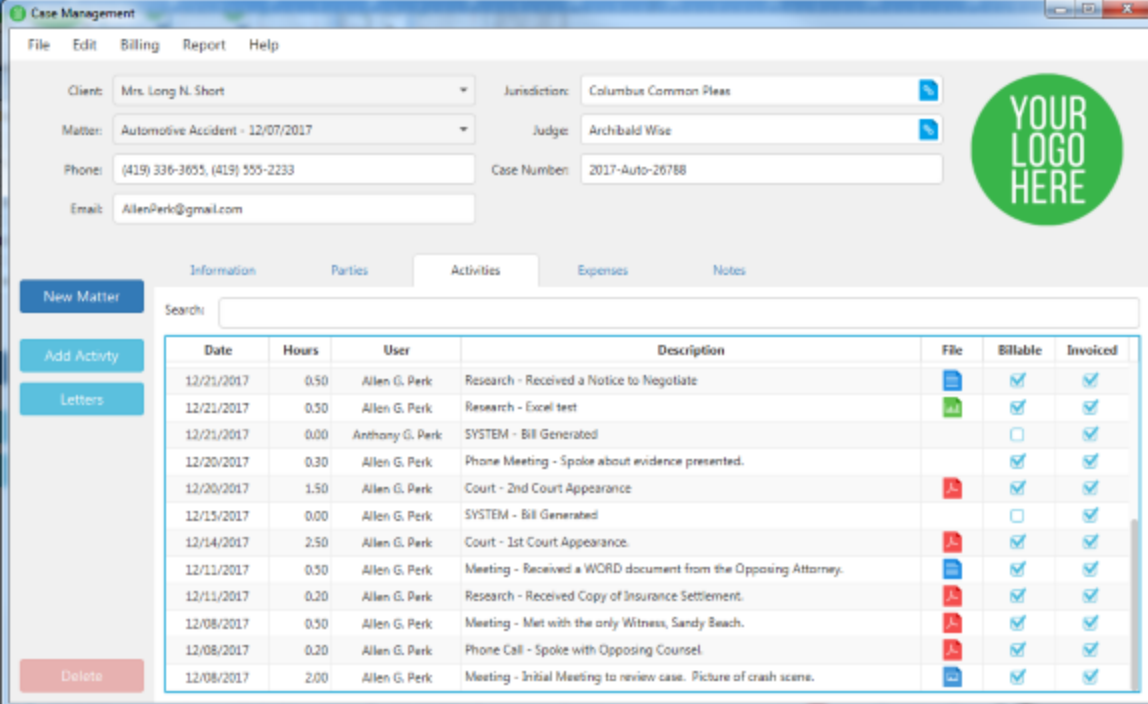
YOUR
LOGO
HERE

Close

Activity Screen

The heart of the system, the Activity Screen shows all the activities applied to the current Matter in chronological order.

Each activity can be categorized as Billable or Non-Billable, and even have a file associated with it.



The screenshot displays the 'Case Management' software interface. At the top, there is a menu bar with 'File', 'Edit', 'Billing', 'Report', and 'Help'. Below the menu, the 'Client' is 'Mrs. Long N. Short', 'Jurisdiction' is 'Columbus Common Pleas', 'Matter' is 'Automotive Accident - 12/07/2017', 'Judge' is 'Archibald Wise', 'Phone' is '(419) 336-3655, (419) 555-2233', and 'Case Number' is '2017-Auto-26788'. The 'Email' is 'AllenPerk@gmail.com'. A green circular logo with the text 'YOUR LOGO HERE' is in the top right corner. The main area has tabs for 'Information', 'Parties', 'Activities', 'Expenses', and 'Notes'. The 'Activities' tab is selected, showing a table of activities. On the left side, there are buttons for 'New Matter', 'Add Activity', 'Letters', and 'Delete'.

Date	Hours	User	Description	File	Billable	Invoiced
12/21/2017	0.50	Allen G. Perk	Research - Received a Notice to Negotiate		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/21/2017	0.50	Allen G. Perk	Research - Excel test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/21/2017	0.00	Anthony G. Perk	SYSTEM - Bill Generated		<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/20/2017	0.30	Allen G. Perk	Phone Meeting - Spoke about evidence presented.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/20/2017	1.50	Allen G. Perk	Court - 2nd Court Appearance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/15/2017	0.00	Allen G. Perk	SYSTEM - Bill Generated		<input type="checkbox"/>	<input checked="" type="checkbox"/>
12/14/2017	2.50	Allen G. Perk	Court - 1st Court Appearance.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/11/2017	0.50	Allen G. Perk	Meeting - Received a WORD document from the Opposing Attorney.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/11/2017	0.20	Allen G. Perk	Research - Received Copy of Insurance Settlement.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/08/2017	0.50	Allen G. Perk	Meeting - Met with the only Witness, Sandy Beach.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/08/2017	0.20	Allen G. Perk	Phone Call - Spoke with Opposing Counsel.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/08/2017	2.00	Allen G. Perk	Meeting - Initial Meeting to review case. Picture of crash scene.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Summary Screen

The Summary Screen shows pertinent and high level information on the current Matter (Client Information, Important Dates, etc).

This screen also shows the most up-to-the-minute financials for the Matter.

The screenshot displays a software window titled "Case Management" with a menu bar (File, Edit, Billing, Report, Help) and a sidebar with buttons for "New Matter", "Update Info", "Letters", and "Cancel". The main area is divided into tabs: "Information", "Parties", "Activities", "Expenses", and "Notes".

Client Information:

- Client: Mrs. Long N. Short
- Matter: Automotive Accident - 12/07/2017
- Phone: (419) 336-3655, (419) 555-2233
- Email: AllanPerk@gmail.com
- Jurisdiction: Columbus Common Pleas
- Judge: Archibald Wise
- Case Number: 2017-Auto-26788

Financial Summary:

Category	Value
Total Billable Hours	9.50 (\$1,144.75)
Invoiced Hours	9.00 (\$1,084.50)
Non-Invoiced Hours	0.50 (\$60.25)
Total Expenses	\$356.50
Invoiced Expenses	\$356.50
Non-Invoiced Expenses	\$0.00
Total Cost	\$1,501.25
Balance	\$0.00

Other Information:

- Matter Type: Automotive Accident
- Open Date: 12/7/2017
- Closed Date: 12/22/2017
- Status of Limitations: 12/7/2019
- Amount Received: \$1,501.25 (with "Add Payment" button)
- Jurisdiction: Columbus Common Pleas
- Judge: Archibald Wise
- Case Number: 2017-Auto-26788

A green circular logo with the text "YOUR LOGO HERE" is located in the top right corner of the window.

Audit Feature

FOCUS automatically keeps track of changes to all matters and even the viewing of your matters.

i.e. Who did What to your Matter(s) and When it was done.

Management and Auditors can run Audit reports by a User and/or a Date Range.


User	Client Name	Matter/Service	Activity
Anthony G Perk	Andrew Howard	Bankruptcy	Bill Generated
Allen G Perk	LongN Short	Automotive Accident	Research - Excel test
Anthony G Perk	Regina Perk	Automotive Accident	Matter Opened On 12/21/2017
Anthony G Perk	Regina Perk	Potential Client	Matter Opened On 12/21/2017
Allen G Perk	LongN Short	Automotive Accident	Research - Received a Notice to Negotiate
Antonio Smithe	LongN Short	Automotive Accident	Bill Generated
Antonio Smithe	LongN Short	Automotive Accident	Bill Generated
Antonio Smithe	LongN Short	Automotive Accident	Bill Generated
Antonio Smithe	LongN Short	Automotive Accident	Bill Generated
Antonio Smithe	Bud Light	Personal Injury	Phone Call
Antonio Smithe	Bud Light	Personal Injury	Phone Call
Antonio Smithe	Bud Light	Personal Injury	Meeting
Antonio Smithe	Bud Light	Personal Injury	Bill Generated
Antonio Smithe	Bud Light	Personal Injury	Criminal Defense
Allen G Perk	LongN Short	Personal Injury	Matter Opened On 12/22/2017
Allen G Perk	LongN Short	Personal Injury	Meeting - Discussed The Health and Well Being of the Client
Allen G Perk	LongN Short	Automotive Accident	Matter is Closed - Prior to Court, Accepted offer from Insurance Company
Allen G Perk	LongN Short	Personal Injury	Dinner Meeting - Dinner and Investigation
Anthony G Perk	LongN Short	Automotive Accident	Received Payment of \$1,141.00 - Paid in full
Allen G Perk	LongN Short	Automotive Accident	Bill Generated
Allen G Perk	LongN Short	Automotive Accident	Bill Generated

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Created By: Antonio Smithe

8 Built in Reports

This sample report shows all Open Cases for the law firm. This includes the clients name, their matter, which lawyer(s) are working on the case, and more.

Other reports are designed for Management, Executive Assistants and Attorneys.



All Open Cases

XLN Focus


Client Name	Matter/Service	Counselor	Open Date	Notes
Allen Perk	Personal Injury		7/13/2017	
Andrew Howard	Bankruptcy	Anthony G Perk	8/11/2017	
Benjamin Matlock	Personal Injury Defense	Anthony G Perk	6/01/2017	06/01/2017 Ben might be a potential client. he is quite old, and SAYS he used to be a Sheriff AND a Defense Lawyer. May have hit a pedestrian with is car. Says its due to the Glaucoma,
Benjamin Matlock	Automotive Accident	Anthony G Perk	6/01/2017	
Perry Mason	Automotive Accident	Anthony G Perk	8/25/2017	Mason
Sandy Beach	Automotive Accident	Anthony G Perk	9/07/2017	Judge Reese does not tolerate lateness. Sandy will be out of town Oct 13-17th 2017
Kathleen Smith	Estate	Antonio Smith Anthony G Perk Allen G Perk	9/07/2017	Kathy called regarding a divorce case
Bary File	Business Suit	Anthony G Perk	10/03/2017	
Bud Light	Personal Injury	Antonio Smith	12/12/2017	The Beer Guys
Regina Perk	Automotive Accident		12/21/2017	
Long N Short	Personal Injury	Allen G Perk	12/22/2017	Long and Short - Personal Injury

01/30/2018 11:34 AM Record Count: 14 Page 1 of 2
Created By: Antonio Smith

Billing and Expenses

FOCUS provides a built-in Bills and Pre-Bills that can be printed off and sent to a client for payment.

The Bills/Pre-Bills will list all billable activities and expenses for a specific matter that have yet to be invoiced.

	XLN Focus 423 E Town St Suite 207 Columbus, OH 43215	Date: January 30, 2018 Phone Number: 614-947-3607 Fax Number: 614-207-0936 Email: noreply@xlnsystems.com Website: http://www.xlnsystems.com		
Bill to: Mrs. Long N. Short 1117 Two Mile Road Runville, OH 45611	In Regards To: Automotive Accident 2017-Auto-26788			
Description	Completed By	Unit Price	Quantity	Total
Activity / Work Completed				
12/14/2017 - Court - 1st Court Appearance.	Allen Perk	\$ 120.50	2.50	\$ 301.25
12/20/2017 - Court - 2nd Court Appearance	Allen Perk	\$ 120.50	1.50	\$ 180.75
12/20/2017 - Phone Meeting - Spoke about evidence presented.	Allen Perk	\$ 120.50	0.30	\$ 36.15
12/21/2017 - Research - Received a Notice to Negotiate	Allen Perk	\$ 120.50	0.50	\$ 60.25
12/22/2017 - Matter is Closed - Prior to Court, Accepted offer from Insurance Company	Allen Perk	\$ 120.50	0.30	\$ 36.15
01/03/2018 - Phone Call - See how she is doing	Allen Perk	\$ 120.50	0.50	\$ 60.25
		Activites Subtotal:		\$ 674.80
Expenses				
12/14/2017 - Parking - Parking at the Court House	Allen Perk			\$ 8.00
12/20/2017 - Technology & Software - Standard Fees	Allen Perk			\$ 12.50
12/29/2017 - Other - After Case Party	Allen Perk			\$ 300.00
		Expenses Subtotal:		\$ 320.50
		Comprehensive Subtotal:		\$ 995.30
		Total Payments Received:		\$ 1,501.25
		Remaining Balance:		\$ 0.00
		Total Due:		\$ 0.00
Page 1 of 1				

System Set-up

With FOCUS, all information and documents are stored on the Cloud. This allows users of FOCUS the ability to access their case information wherever they have an internet connection.

FOCUS runs on your Desktop or Laptop using Windows Vista (or newer) and the latest version of JAVA 8. FOCUS also requires Adobe Acrobat & Office 2007 or newer.





Additional Information

- *Contact Anthony Perk*
 - Anthony.Perk@XLNsystems.com
- *Call the Columbus, Ohio office*
 - *614.947.3607*