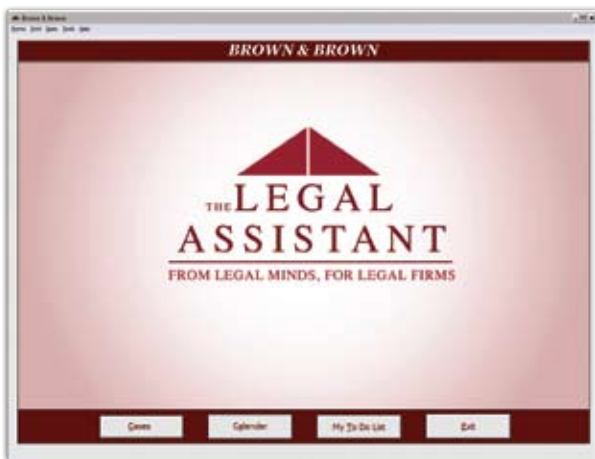


# The Criminal Law Assistant™

Innovating the way you manage your Criminal Law Practice



## About Us

# The Legal Assistant™, LLC

The Legal Assistant, LLC was formed in 2006 with the goal of combining law practice knowledge and technology to provide superior practice management software for U.S. law firms.

Our mission is to become the leading provider of quality user-friendly software to the legal profession enabling automated management of the practice in an efficient and integrated manner.

Designed for attorneys by attorneys, the Legal Assistant is a comprehensive practice management solution. The Legal Assistant offers multiple products running on the same centralized database, each one designed by attorneys with expertise in specific practice areas. Whether you are a solo attorney looking to increase efficiency or a multi-lawyer firm focused on Customer Relationship Management (CRM), the Legal Assistant provides a reliable practice management software package that is technologically advanced, and easy to use. Your up-front investment is minimal due to our innovative monthly rental pricing, with an annual return on investment in the thousands of percent.

The Legal Assistant Software Suite is comprised of several standalone modules operating on common databases, and targets multiple practice specialties:

**The Real Estate Assistant™ (TREA)**

**The Personal Injury Assistant™ (TPIA)**

**The Family Law Assistant™ (TFLA)**

**The Criminal Law Assistant™ (TCLA)**

**The Bankruptcy Law Assistant™ (TBLA)**

**The Immigration Law Assistant™ (TILA)**

## What is

# The Criminal Law Assistant?

The Criminal Law Assistant (TCLA), developed by the Legal Assistant, LLC, is a comprehensive file management system for the criminal law attorney, which does more than just an off the shelf case management program. With its unique methodology, TCLA combines many databases to create a custom case file, which is specific to the criminal law case.

TCLA databases include Clients, Lawyers, Witnesses/Experts, Courts, Judges, Prosecutors, Bailbondsmen, as well as a Letter Generation Database.

Key Features include:

- **Automatic Letter Generation**
- **Expungement Date Reminders**
- **Conviction/Disposition History**
- **Built-in Statute Selector**
- **Tickler/Reminder System**
- **Audio Dictation**
- **Critical Date Reporting**
- **Automatic Billing**
- **Employee Time Reporting**
- **Complete File History**
- **Personal Reminders**
- **Integrated Calendar**
- **MS-Outlook Integration**
- **One click Reporting**
- **Automatic Document Distribution**
- **Document Scanning & Allocation**
- **PDA Synchronization**

## Share your data

### Enter it one time only

Your data only needs to be entered one time only - once it is in the system it can be used over and over again with a click of the mouse, without the need to re-enter anything, saving time and money.



## Critical Date

### Reporting

With the click of a mouse, the user will receive notification of all files with critical dates that are coming up or overdue. Drop down lists advise the user of key events such as:

- PIC hearings
- Pre-trial dates
- Trial dates
- Other key events

## Office

### Automation

In addition to the built-in notification system which will remind you each day of matters that need immediate attention, as well as the letters which need to be sent, TCLA will review each of your open criminal case files and inform you in detail which items are currently outstanding and will request your permission to print all letters pertaining to each open condition.

TCLA has the ability to generate any letter automatically and offers you the ability to copy, save, print, fax and e-mail the letters at the click of the mouse to all involved parties. Letters will never need to be typed again as all the information is derived from the case file.

## Attach

### Everything

Printed documentation, mailed-in items, and images can all be attached to a particular case and stored along with any outbound correspondence ensuring you have all details of the case in front of you at any time.

## Conviction

### History

TCLA allows you to track the full conviction history for your clients, including conviction dates, relevant statutes, dispositions and probation periods. In addition, expungement date tracking is built-in for each prior conviction.

## Sample Screens



### Main Menu

Upon starting the application you are shown the main menu giving you quick access to the case files, your calendar, your 'to-do' list and your personal internal messages.

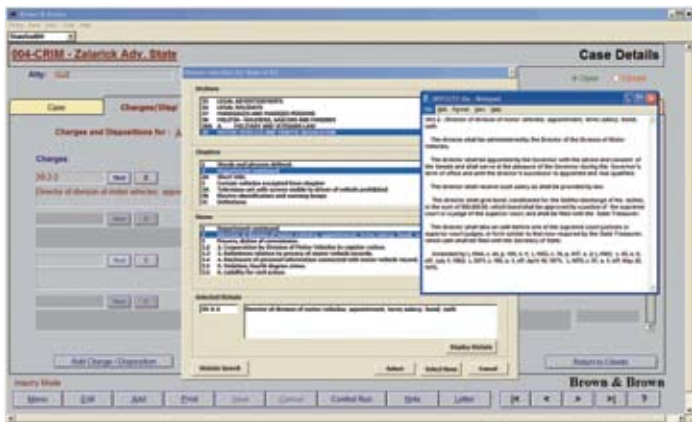
### Case Details Screen

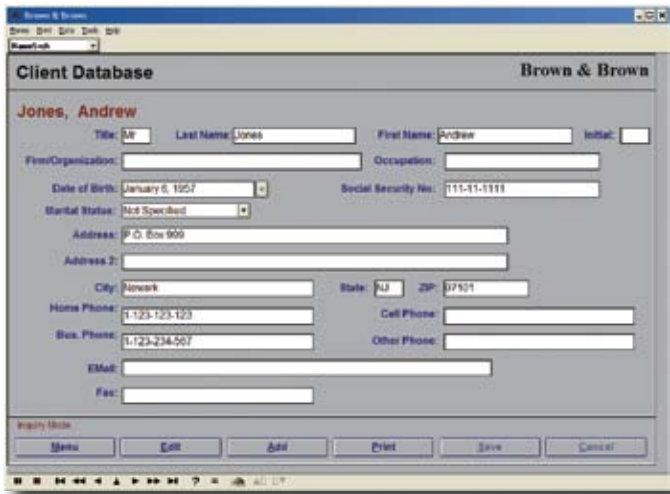
The case details screen is the most used screen allowing easy access to all information pertinent to the case. Using the tab buttons you can switch between pages of information showing the case demographics to the associated documents for that case whether generated from within our system or scanned in and attached.



### Statute Selector

TCLA has a built-in statute selector, allowing you to select the specific statute by section, and also view the full statute description. Entering a charge and corresponding disposition is as easy as a click of the mouse.





## Data Input

TCLA's data input screens follow the same uniform approach to entering data throughout the system making the system remarkably quick and simple to get used to.

## Audio Recording

TCLA allows audio recording to be used throughout the system whether sending a note to a colleague or within the powerful Sound Gallery and Transcription system. Audio recordings may be made in batch for specific case files, then made instantly available for transcription to your secretary at a later time.



## Simple repeating user interface Very fast learning curve

Using TCLA and our other modules couldn't be easier; Click Add, Enter the Data, and Click Save. This three-step method is used throughout the system with our easy to navigate structure.

Common screens available to every module:

- Billing Overview
- Cases
- Calendar
- My To Do List
- Checks
- Letter Management
- Matter Types
- Contacts
- System Parameters

Additional screens available to TCLA:

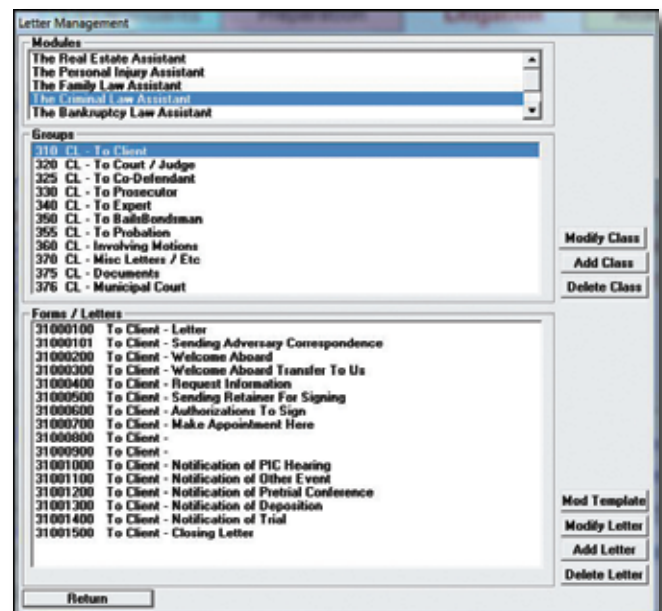
- Clients
- Courts
- Counties
- Prosecutors
- Bailbondsmen
- Judges
- Lawyers

## Powerful and expandable Letter Management

TCLA comes pre-installed with over 150 letter templates allowing many different letters to be automatically produced by the system. These letters can be edited to fit the individual style of your office. Letterheads can also be specified for each letter to allow even more customization.

Just some of the letter templates included with TCLA are:

- Clients
- Courts/Judges
- Bailbondsmen
- Co-Defendants
- Municipal Court
- Probation
- Courts
- Prosecutors



## MS-Office Integration

TCLA integrates seamlessly with existing Microsoft Office applications.



E-mails can be imported directly from Microsoft Outlook and attached instantly to the appropriate case file.

TCLA has comprehensive export abilities allowing you to share your calendar entries and contacts with Microsoft Outlook.



Owners of Personal Digital Assistants (PDAs) can export their TCLA contacts to their PDA at the click of a button.



## Hardware Requirements



The Legal Assistant is designed to work on a minimum of the following specification:  
Any 486 based PC  
4 megabytes (MB) RAM  
VGA resolution monitor  
100 MB of available hard-disk space  
MS Windows Operating System  
Microsoft Word 97 upwards is required for letter generation.  
A Microsoft MAPI Compliant Mail package is required for email and fax production.

Recommended Specification:  
Pentium 2Ghz or higher processor  
Microsoft Windows XP  
256 MB of RAM  
200 MB of available hard-disk space  
Super VGA Monitor recommended (1024 x 768)  
MS Office 2000 or later  
100 MB Network for multi-user use

[www.thelegalassistant.com](http://www.thelegalassistant.com)



THE LEGAL  
ASSISTANT

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FROM LEGAL MINDS, FOR LEGAL FIRMS

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