

The Real Estate Assistant™

Innovating the way you manage your Real Estate Practice



About Us

The Legal Assistant™, LLC

The Legal Assistant, LLC was formed in September, 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 Real Estate Assistant?

The Real Estate Assistant, developed by the Legal Assistant, LLC, is a comprehensive file management system for the real estate attorney, which does more than just an off the shelf HUD/RESPA program. With its unique methodology, TREA combines many databases to create a custom case file, which is specific to the individual real estate deal.

TREA databases include Clients, Lawyers, Real Estate Brokers, Real Estate Agencies, Banks, Mortgage Brokers, County Clerks, Surveyors, Title Agencies, Municipalities, Pest Inspectors, House Inspectors, as well as a Letter Generation Database.

Key Features include:

- **Automatic Letter Generation**
- **Automatic HUD/RESPA Generation**
- **Payout Ledger**
- **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

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.



One click

HUD/RESPA generation

With respect to the HUD/RESPA, TREA automatically prepares the HUD/RESPA and provides all the calculations including real estate transfer tax, per diem interest, per diem tax credit, and real estate broker fees. TREA then inputs all the data contained in the custom case file into the HUD/RESPA. TREA also records a history of any amendments made to the HUD/RESPA data allowing the user to easily see its progress.



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 overdue client's escrow funds, overdue inspection reports, overdue mortgage commitments, and 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, TREA will review each of your open real estate 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.

TREA 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.

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.



HUD/RESPA

The HUD/RESPA screen allows automatic generation at the touch of a button, or can be manually edited with a history being recorded of each amendment.





Data Input

TREA'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

TREA 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 TREA and our other products 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 system:

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

Additional screens available to TREA:

- Agencies
- Banks/Lenders
- Brokers
- Clients
- County Courts
- Counties
- House Inspectors
- Lawyers
- Municipalities
- Pest Inspectors
- Surveyors
- Title Agencies

Powerful and expandable Letter Management

TREA 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 TREA are:

- Clients
- Seller's Attorney
- Buyer's Attorney
- Real Estate Brokers
- Bank/Mortgage Brokers
- Register Of Deeds
- Surveyors
- Title Companies
- Miscellaneous Documents



MS-Office Integration

TREA integrates seamlessly with existing Microsoft Office applications.



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

TREA 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 TREA contacts to their PDA at the click of a button.



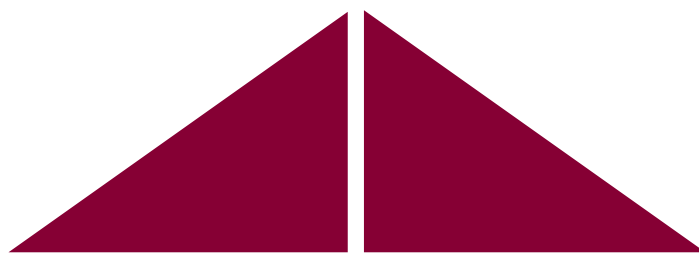
Hardware Requirements



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

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THE LEGAL
ASSISTANT

FROM LEGAL MINDS, FOR LEGAL FIRMS

The Legal Assistant™, LLC
262 Palisade Avenue
Garfield, NJ 07026

1-888-381-2831
sales@thelegalassistant.com