Licensing Amicus Attorney 2008 Small Firm Edition

Amicus Attorney 2008 Small Firm Edition installs with a 30-day evaluation period before requiring users to be licensed. In order to use Amicus Attorney beyond the evaluation period, you must perform the following steps.

1. Purchase the necessary number of Amicus Attorney Small Firm Edition licenses from Gavel & Gown at (800) 472-2289 or (416) 977-6633. Up to 10 users may be licensed.
2. From Amicus Administrator, submit a single Amicus Attorney license request to Gavel & Gown for the desired number of users, as instructed below.
3. You will receive a license key for the application. When you receive your Amicus License Code, apply them in the corresponding applications according to the instructions below.

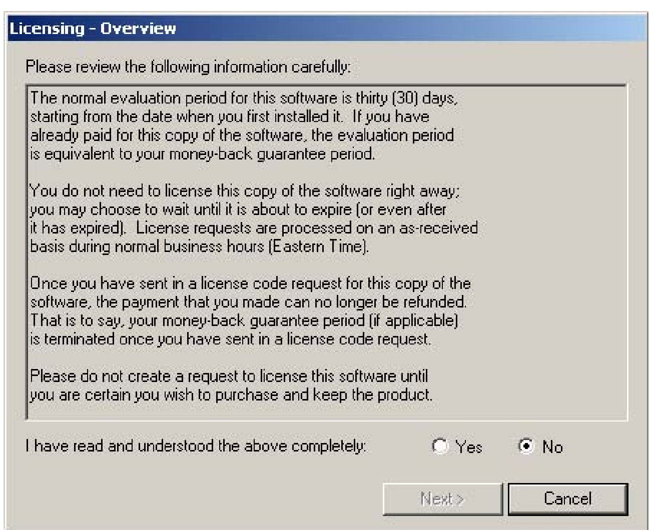
Requesting licenses

1. From Amicus Administrator, ensure that the desired number of users is shown in the User Status window (Users > User Management > Status). If you require additional users:

   a. Select Users > User Management > Add/Remove.
   b. From the Add/Remove users dialog, click the Add New User button.
   c. Fill in the user's name and initials in the fields provided.
   d. Click Save Changes to this User when you are done.
   e. Repeat steps b–d for each user you wish to add.
   f. Click Close once you have added the required number of users.

2. Create a License Request. It contains a request code that must be sent to the Licensing Department of Gavel & Gown Software.

   From the Amicus Administrator main menu, select Users > License Users. Or, select Yes in the evaluation expiry message that appears when you launch Amicus Administrator. The Licensing - Overview dialog appears.



On the second dialog, choose e-mail as the delivery method for sending and receiving your License Request.

NOTE: If you do not have access to e-mail, you may choose to use the fax delivery method. Your License Request will appear in Notepad, ready for you to print and fax to Gavel & Gown at (416) 977-2563.

Fill in the required information in each dialog, and then click Next. In the last dialog, click Done.

3 An e-mail License Request form is automatically saved as `AREQUEST.TXT`. The file is saved to your `Temp` folder—to open this folder quickly, go to the Windows Start menu, select Run, and enter **`%temp%`**.

Send this text file as a document attachment in an e-mail to **licensing@amicusattorney.com**. We recommend that you enter “Amicus Attorney 2008 Small Firm Edition” in the Subject line of your e-mail message for easy identification when you receive your License Reply e-mail message from Gavel & Gown. Send the request as soon as possible as it will expire.

While waiting for the reply, DO NOT create and send another License Request before the expiry date—if you do, the License Code you receive will be invalid.

Applying licenses

If your evaluation period has not expired, you can continue to use Amicus Attorney normally while you are waiting for a reply. License replies are processed on an as-received basis, usually within one business day.

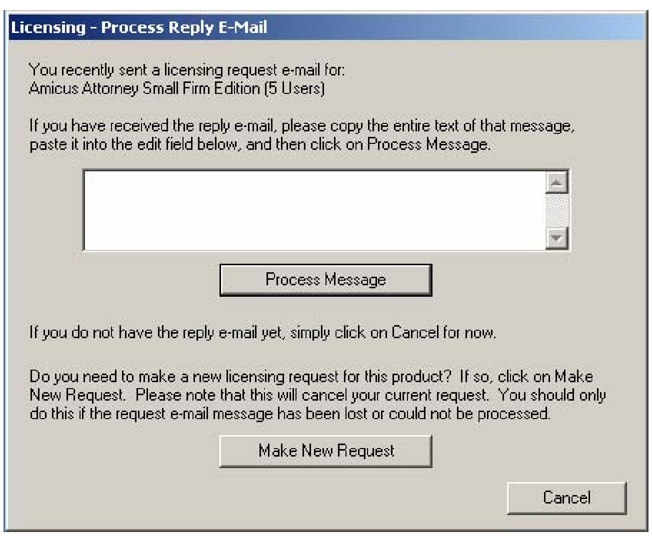
Once payment is confirmed and your request is processed, you will receive an e-mail (or fax) with your requested License Code for the total number of licenses purchased by your firm.

NOTE: The License Code must be entered within 7 days after the License Request was created. After 7 days, it expires, in which case you will need to create and send a new License Request.

To apply Amicus Attorney licenses:

1 Ensure that unlicensed Team Members have unpacked any Secondary Office Briefcases.

2 Upon launching Amicus Administrator, you will be asked whether you received your License Reply—click Yes. Or, in Amicus Administrator, choose Users > License Users. In either case, the Licensing - Process Reply dialog appears.



Your License Response e-mail contains an attachment. Open this attachment and COPY ALL OF THE TEXT of the message, up to and including the “`END OF REPLY DOCUMENT`” line. Paste the text into the box in the dialog.

3 Click Process Message. The License Code is now entered in the Team database. A list of Team Members appears, which details the user numbers, names, license serial numbers, and license status. Serial numbers and licenses are now applied to the number of Team Members for whom the firm has purchased licenses.

   If too few licenses were purchased, one or more users will remain unlicensed. If an extra number of licenses were purchased, they will be automatically assigned to the next Team Members that you add.

4 A prompt appears stating that Amicus Attorney is licensed. Click Close.

Adding additional users

You can add one or more new Team Members at any time. However, the new Team Member(s) will not be able to use Amicus Attorney until you have purchased, requested, and applied the additional license(s) needed.

Reassigning Licenses

The Transfer License feature provides a way to add new Team Members in place of former Team Members and effectively transfer records from the former to the new Team Member without any supplementary licensing requirements.

Before a Team Member can be made inactive, all of their unposted time entries must be either posted or deleted. The transfer will not begin if there are any unposted time entries. After posting, any accounting link Team Member settings should be changed manually. Also, any sensitive personal information should be removed, as it will be assigned to the new active Team Member. When the above procedures are completed, the former Team Member's office should be uninstalled from the workstation.

The Transfer License feature is run from Amicus Administrator.

Once the transfer process is complete, you may install the new Team Member. All necessary record reassignments are automatically made to allow the new user to assume the role of the former Team Member. The new Team Member will be assigned to the Contacts, Files (including Responsible Lawyer assignments), and several other types of items belonging to the former user.

For details, see the Amicus Administrator online Help.

For further information, contact

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