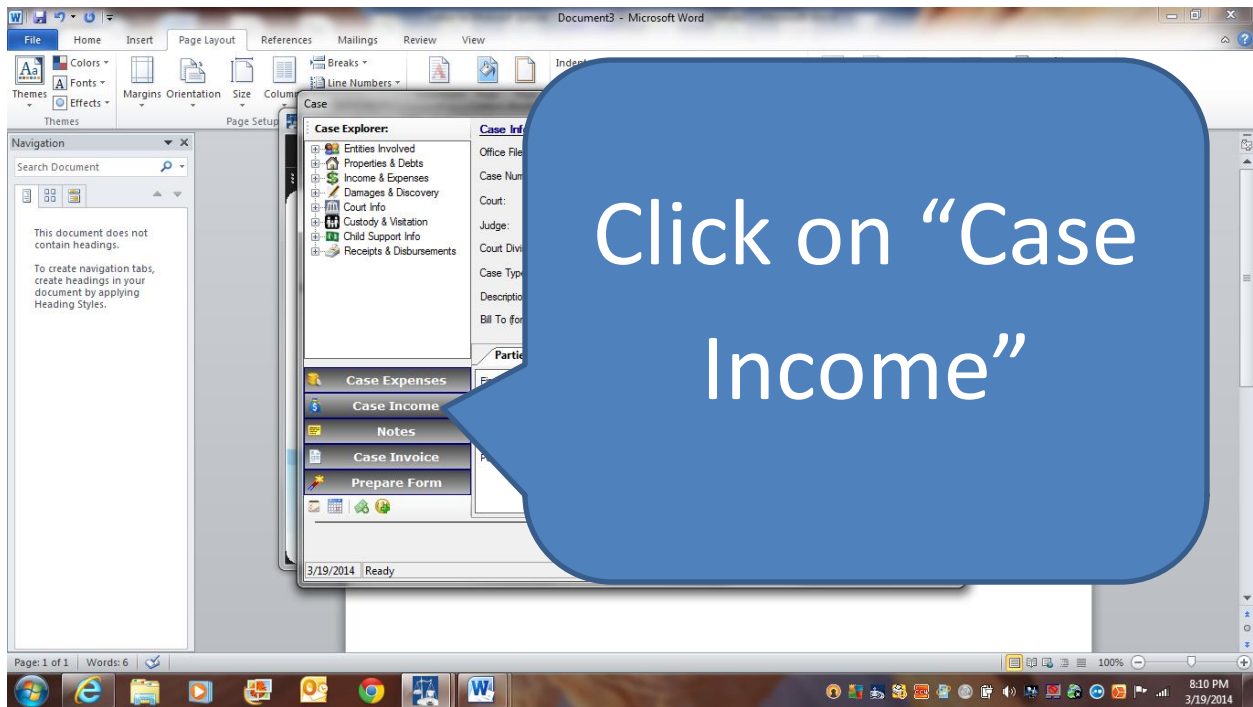
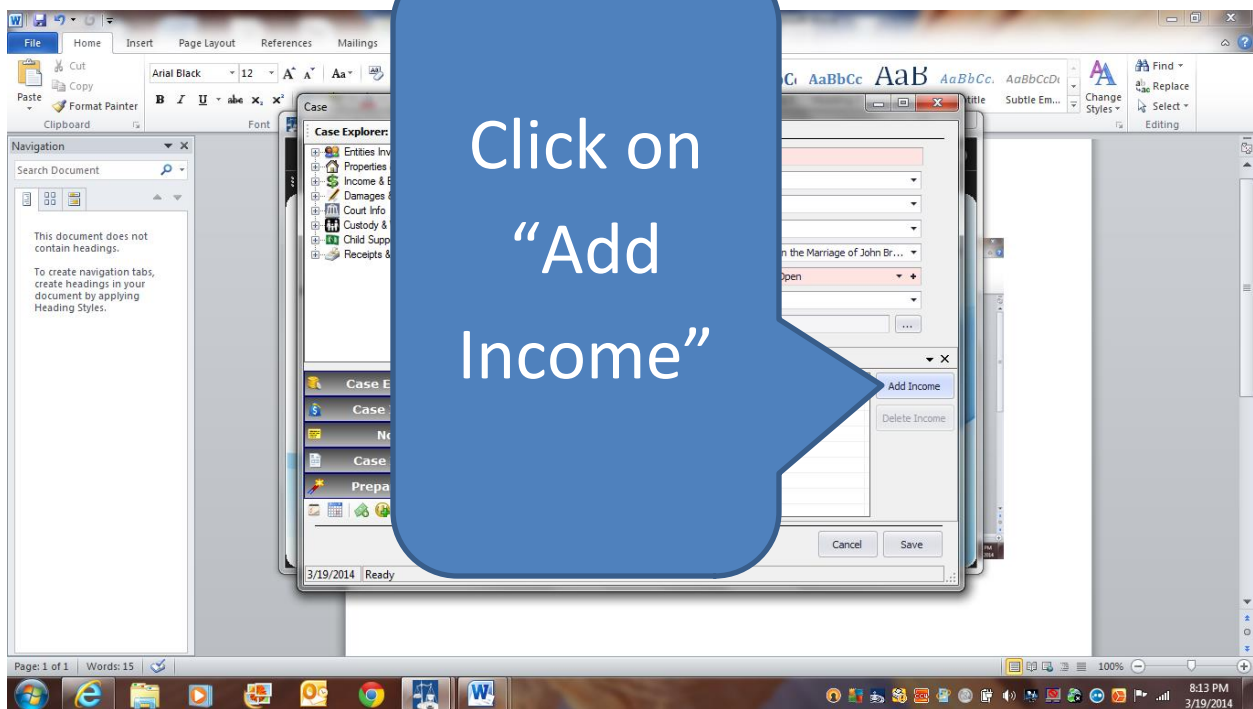


PREPARING CLIENT INVOICE

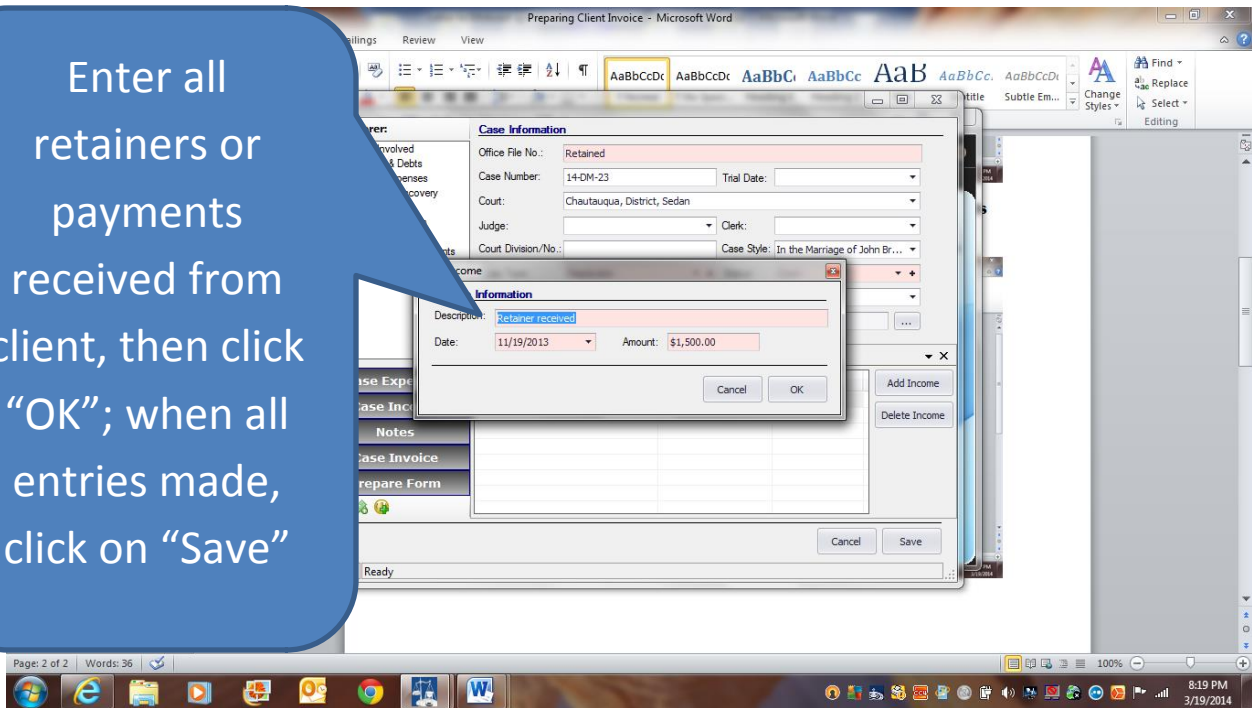
1. Open case, then click on “Case Income”



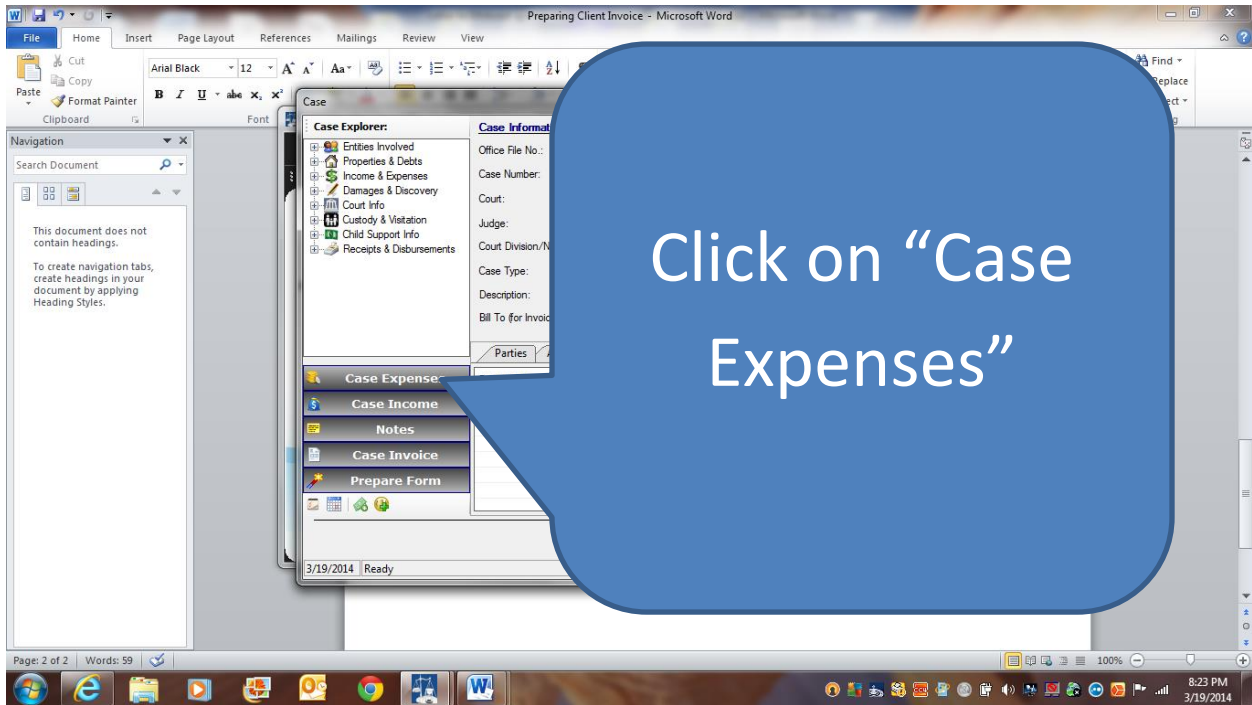
2. Then click on “Add Income” and enter all retainers or payments made by client, then save



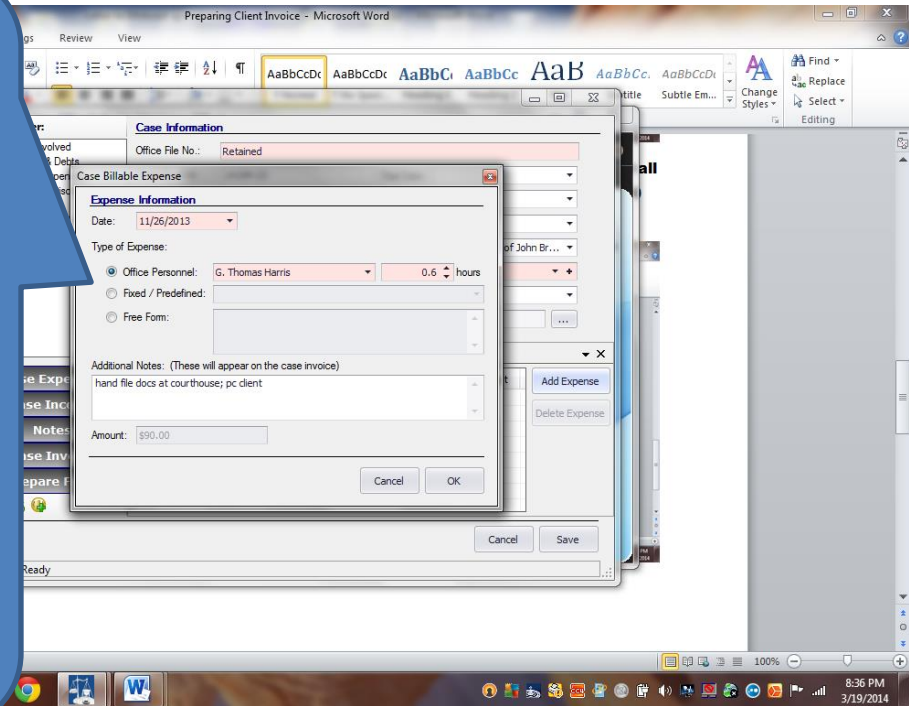
Enter all retainers or payments received from client, then click "OK"; when all entries made, click on "Save"



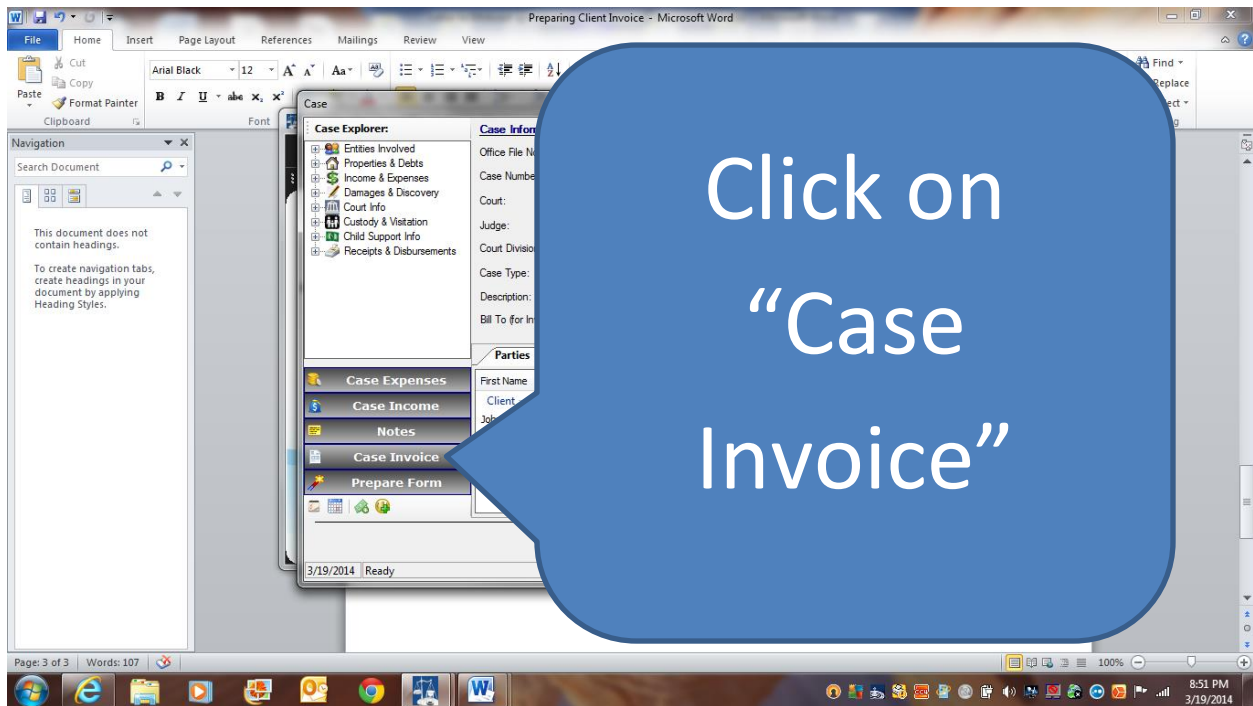
3. Then click on "Case Expenses", then "Add Expense" and enter all expenses relating to the case, or time spent on case (and task) by attorney or staff; then save



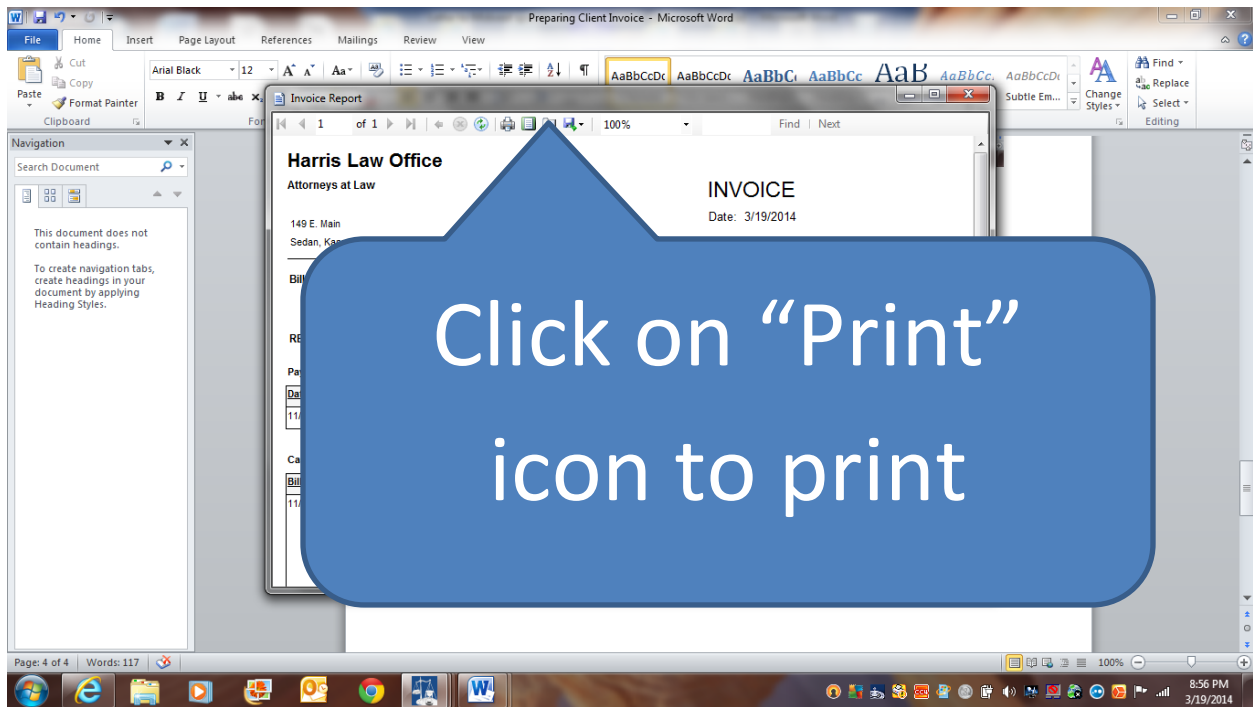
Add all expenses or time (and task) spent on case, then click "OK"; once all entries made, click "Save"



4. Now click on "Case Invoice"



5. If invoice looks correct and appropriate, client “Print” icon, and print. If adjustments need to be made, go back and edit entries for income or expenses, then save all and print adjusted invoice.



NOTE: To save the invoice, click on “import” icon, choose save to “Word” (or desired format), than choose folder to save in, give appropriate name for invoice, then click “save”