VERSION 10.4 UPDATES

10.4b Released 4/22/2013
Updated 5/4/2012

TrialWorks Case Management Software now includes Assessment Enforcement tracking and new Divisions Setup.

New Forms Include:

- **Master Client Library** – track multiple cases for large clients
- **QuickFill Library** – auto populate Timekeeper Explanation and Docket Description with frequently used text)
- **Divisions Library** – separate your office into different practice types or by partner groups
- **Status Notes Codes** – enable reports to be easily generated through automated journal entries

Assessment Enforcement

- **Associations Info**
    - Board of Directors; Property Details; Provision Sheet; Declaration
- **Property Info**
    - Legal
        - Legal Description; Unit #; Property Owner; Book/Page #, Property Address
    - Recording
        - Bankruptcy Filing
            - Chapter 7, Chapter 13
        - Claim of Lien Book; Claim of Lien Page
        - Release of Lien Book; Release of Lien Page
        - Amended Lien Book; Amended Lien Page
        - Lis Pendens Book; Lis Pendens Page
- **Ledger History**
    - **Assessment Worksheet** – worksheet to show assessment amounts billed monthly/quarterly/semi-annually/annually
    - **Ledger History** – Calculate assessments, late fees, admin fees, attys fees attys costs, NSF, fines/violations and auto-calculate interest for a total balance due
- **Docket Date Info** – Custom form for Assessment Enforcement Division with the following fields
    - Due Date, Demand Letter Date, Interest Calculation Thru Date
    - Claim of Lien Deadline

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- Mortgage Foreclosure Complaint, Mortgage Foreclosure Answer
- Lien Foreclosure Complaint, Lien Foreclosure Answer
- Claim of Lien Date, Release of Lien Date, Amended Claim of Lien Date
- Bankruptcy Date Filed, Bankruptcy Date Dismissed, Bankruptcy Date Discharge

Features

- **Association Info (Clients)** – Association Info is created from the Master Client field on Case Retainer. When created this way it will appear in every case where the Master Client is chosen
  - **Board of Directors** – Contacts for Association Board Members (requires Contact type of Board Member) and can be added to Contacts Tab for Current Case
  - **Property Details** – Details of your type of Association property
  - **Provision Sheet** – Rules for Assessments charged by Unit
  - **Declaration** – The name of the Declaration of Covenants and Book and Page recording details
- **Contacts**
  - More Address – add new checkbox to include the additional address for the Other Party in Service List
- **Correspondence** – writing to multiple recipients:
  - Combine Like Addresses - combine Recipients with identical addresses
  - Include More Addresses - pulls from Contact > Additional
- **Divisions** – New Library pre-populated with the following
  - Assessment Enforcement
  - Association
  - Litigation
  - Real Estate/General Practice
    - Libraries now linked to Division are
      - Status/Sub-Status
      - Task Codes
      - Auto Days
      - Docket Categories
      - Document Categories
      - Status Note Codes
      - Templates
- **Docket Date Info** will follow Debtor in related cases based on Unit #/Property Owner/Acct#. Form is assumed to be created in Collections case.
- **Fast Trac**k – Includes Status Note Code that will be added to the Notes Tab when the Docket Entry is marked completed.

- **Global Settings**
  - Add option to prompt "Add to Tickler" from Template Library (if not checked, days and reminder days will automatically add docket entry to Docket Tab). Use prompt to Add to Tickler to complete Assigned To/By fields
  - Add option for text in Timekeeper Explanation to default to ALL CAPS
  - Add/Remove Tabs – Can now be set with different tab names by Liability and Case Specific. New option for Other Parties – Debtor/Other Party
  - Add option to auto-increment Acct #
- **New Case Wizard** – Auto-numbering of Acct# (incremental)
- **Other Parties**
  - **Property Address** – from the First record on the Debtor/Other Party tab, when the Legal form is opened the Property Address will automatically populate if the field is blank, pulling from Address City State Zip Code.
  - **Ledger History**
    - Calculate outstanding Assessments, Late Fees, Attorney Fees, Attorney Costs, Misc Fees, Statutory Assessments, Payments, Void Payments, Fines/Violations
    - When calculating interest on "Statutory Assessment" the interest grace period from the Provision sheet will be ignored. Interest will be charged immediately
    - VOID payments will not be included in calculations
    - Ability to add multiple values without closing the ADD window each time
    - Late Fee Grace Period will only be required if Charge Late Fee is checked
    - Payments get applied in this order
      - Interest, Late Fee, Admin Fee, NSF Fee, Attorney Cost, Attorney Fee, Assessment Misc Fee and Fines/Violations
    - Add option to add a manual "Credit" and applied to Assessment
  - **Assessment Worksheet** – Enter period Assessments to enable automated calculations. Date Range, Assessment frequency, Assessment Amount and Late Fee Amount
  - **Property Info**
    - **Legal Description** – field is over 800 characters
    - **Recording Info** – keep track of all book and page numbers for recorded documents
- **Service List** – Now includes Other Party by checking "Include in Service List" on Other Parties tab. Will also Include Other Party contact in Print Envelopes for Attorneys on Service List

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- **Reports**
    - Assessment Enforcement Date Info
    - Association Info – includes all forms
    - Status Note Report
        - Includes "All Dates" checkbox.
        - If "All Dates" is checked the range is not shown in the printed report
        - Report generates from all Notes Tab entries containing a "Status Note Code"
        - Cases with matching Unit #/Property Owner/Acct# will be "grouped by" in listings
- **Service Email** – The Email address will appear once if the attorney represents several Other Parties when using the Email Multiple Documents from the Home Ribbon and "Server All Attorneys on the Service List"
- **Service List**
    - Include the Other Party in the Print Envelopes for the service list if Include in Service List is checked
    - Create option to choose More Address to be included in Service List
- **Security** – Added the following fields:
    - Clients – Marital Status, Spouse SSNo, Employment School History, Insured, Hospitalized, Ongoing Treatment, Property Damage Amount
    - Case Summary – Case Facts
    - Other Parties – Employment School History, Mass Torts
    - Timekeeper – Billed and Billed Date
- **Settings**
    - **Billing Rates** – current option to add by Master Client. Add additional options for:
        - **Liability/sub-liability**
        - **Case Specific**
    - **Docket Category** – Create new library to manage Categories on Docket Tab
    - **Docket Activity** – Create new library to manage Activities related to Categories on Docket Tab
- **Status Notes Code Library** – add new library to automate journal entries to be added to Notes Tab. Status Note Codes can be used to comply with Master Client Case reporting
- **Templates** – The Task Code entered in the Template Library for any template will prompt for a Timekeeper window with the Task Code populated and a description added of "Preparation of "X" where "X" is the name of the template. Requires Global Setting to Prompt for Time on Document Creation and case to be marked Billable
- **Timekeeper** – Add option to convert text in Explanation to ALL CAPS on individual Timekeeper entry
- **Transfer Record/Transfer Multiple Records** – Added ability to transfer a Note (or multiple Notes) to another case

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Improvements

- **Acct #** - Add button to automatically add the next Acct # to a case. The field must be blank for the next number to populate.
- **Bookmarks**
  - Service Bookmarks include the Other Party
  - Bankruptcy Filing
    - Chapter7 and Chapter13
  - ClaimOfLienPage
  - ReleaseOfLienPage
  - AmendedLienPage
  - LisPendensPage
  - Sub liability
  - ClaimofLienBook
  - ReleaseofLienBook
  - AmendedLienBook
  - LisPendensBook
- **Bookmarks** – includes "$" for all Ledger Bookmarks as follows:
  - LateFeeTotal, InterestTotal, AdminFeeTotal, AssessmentTotal, AttorneyFeeTotal, MiscFeeTotal, LedgerPaymentsTotal, LedgerStartDate, AttorneyCostTotal, LateFeeBalance, InterestBalance, AdminFeeBalance, AssessmentBalance, AttorneyFeeBalance, MiscFeeBalance, AttorneyCostBalance, LedgerBalance, AssessmentBalanceBreakdown
  - NSFFeeTotal, NSFFeeBalance, AssessmentBalanceBreakdown , AssessmentBalanceBreakdownGrouped, AssessmentLateBalanceBreakdown, AssessmentLateBalanceBreakdownGrouped, LedgerBalance, AttyCostFeeBalance (Attorney Cost + Attorney Fee)
- **Call Log** – Add Status Note Code. After completing the Call Log and closing the form the Status Note is written to the Notes Tab
- **Caption** – Add new fields
  - **ADA** (2048 characters)
  - **Published In**
  - **CourtZipCode**
- **Case Filters** – Add Filter By
  - Division
  - Master Client
  - Liability/Sub-Liability
- **Case List Drop-Down** – Add option to View by File # from Right-click menu
- **Case Retainer/Info**
  - Divisions – now pulls from Division Library
  - Master Client – now pulls from Master Client and links to Association Info

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- Acct # - auto-increment to next highest number

- **Case Search**
  - Add Search by Acct # (values appearing in results now include Acct #)
  - Add Search by Master Client
  - Add Property Address (values appearing in results now include Property Address). Property Address pulls from Other Parties > Legal
- **Contacts** – Change Assistant field to Related. If the Related field contains a linked Contact record and the Contact is inserted into an existing case the Related Contact will also be inserted into the Current Case
- **Correspondence** – after generating a document and using TrialWorks auto-save the document is saved with the "template name – recipient names" when using the feature to write to multiple recipients.
- **Date Info** include in Date Calculator option for Business Days
- **New Case Wizard** –General Litigation wizard now creates cases with Non-PI marked by default
- **Outlook Addin** – Performance enhancements have been made to the TrialWorks Outlook Addin to speed up the transferring of emails to TrialWorks. New program checks to file any tagged but unfiled emails. Sent Items folder scan to file any unfiled emails.
- **QuickFill** – Expanded to accommodate for 1000 characters (used for Timekeeper and Docket). Originally used in Docket to auto populate the Description field it now can also be used to auto populate the Timekeeper Explanation
- **Reports**
  - All reports generated by Liability can now also be generated by Sub-Liability
  - Timekeeper Detail Report – add additional options to generate report by Division, Attorney, Liability/Sub-liability, Type of Fee, Timekeeper, Case Name Date Range
- **Research** – add ability to add Sub liability to save option
- **Settings**
  - **Priority Code** – expand length of ID field to match Status/Sub-status length
  - **Contact Types** – Add by default
    - Hearing Location
    - Witness
  - **Global Settings**
    - Other Settings > Docket Options - Add option to prompt "Show Add to Tickler" from Template library
    - Other Settings > Timekeeper Options - Adding Billable Time Default will cause all timekeeper entries to be billable even if "Case is Billable" is not marked on Case Retainer Info

- **Timekeeper** – any Timekeeper entry that has the Billed and Billed Date field completed will not be able to be edited. If the Billed checkbox is unchecked the user will be prompted that they are editing an existing Billed time entry.
- **TrialWorks Today** – Add filter by
    - **Division**
    - **Liability/Sub-Liability**
- **User Defaults**
    - **Case List Filters** – TrialWorks will open with the Case List filtered. New Filters for
        - Division, Master Client, Liability/Sub-Liability
    - **Case List Sorting**
        - Alphabetic, File #, Most Recent

Error

- **Date Info** – Set the Date calculator to show Business Days as unchecked when opened
- **Email Multiple Documents** – (Home Ribbon > Email) Documents with very long filenames (or paths) do not get properly attached to the created email.
- **FileIT**
    - When you choose a Tab to All, the prompt to Copy to Pleadings did not show up (Global Settings > Copy to Pleadings on) for Depositions, Motions and Subpoena
    - When transferring a PDF user receives error when document is open during transfer process. Document cannot be transferred and dead link is created. FileIT moves documents and can no move documents that are open.
- **Multiple Templates** – Correct error when using Multiple Templates and templates did not appear to be added to the list of templates to be used (right-side of Multiple Templates menu)
- **Reports**
    - Decreased Envelopes width to eliminate blank envelopes
    - Reports > Financial > Timekeeper > Time and Expense Report - Correct Address format
    - Reports > Clients > Master Clients Report – lengthen field for Master Client Name
- **Transfer Records** – Correct error when moving record from Depo to Pleadings the party field is set to value in current record
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