

Important PCLaw Training Class Information

InTouch Legal is excited to present our first PCLaw Training Class of 2009! We truly feel that this opportunity can benefit all PCLaw users by enhancing the comprehension of your firm's time, billing and accounting software. We will show you how to maximize your efficiency and maintain the highest level of return on your software investment by improving your PCLaw skills.

All LexisNexis-PCLaw/PCLawPro™ Version 7 or 8 users, will be given a checklist for cleaning up client balances - all the old A/R balances, general retainers, old "Work-in-Progress" and much more! *For this workshop only*, we will also be reviewing END OF YEAR procedures including end of year journal entries, closing your year, adjusting payroll, and producing 1099's. In addition to the topics on our detailed course description below, we'll spend time reviewing the new features of LexisNexis-PCLaw/PCLawPro™ Version 9.0.

Beginner PCLaw users will receive an excellent overview of the program, while more experienced users will have the opportunity to strengthen their knowledge base. From learning how to use the program to manage your case load, to creating and modifying bill templates, let instructor Gregory Bray show you how to do it all! If you are someone that is eager to learn about PCLaw in a classroom environment with an energetic instructor that can deliver the one-on-one personal attention you deserve, then this is the training opportunity you've been waiting for! Register for the PCLaw Training Class today and meet the InTouch Legal staff – best part of all, lunch for both days will be provided by us!

Gregory Bray is the senior consultant for document management, document imaging, and time, billing, and accounting solutions. Hailing from the land "Down Under," Gregory brings over 15 years IT experience, previously working as a Software Systems Analyst with GASCOR/Hitachi Data Systems, and as a small business owner here in the United States. He specializes in front and back office solutions for law firms, and has a passion for practice mobility and document management.

Past PCLaw Training Class Attendee Testimonials

- "The seminar was very useful and you will have a better understanding of how to use the program, especially each tab." – Jennifer R. Willis, Mark Anthony Gager, P.A.
- "Greg was very informative and made the class interesting. He answered all of my questions and InTouch Legal made every effort to customize the class to the individual attendees and their needs." – Debbie Moody, Hayes & Caraballo, P.L.
- "No matter if you're a beginner PCLaw user or an advanced user, you will get a lot out of the class." - Joy Sieggreen, Hastings & Estreicher, P.A.

- "I personally learned some tips that one would not necessarily learn from the bank. It is actually more educational to see the process in person and Greg was great! He was very pleasant and extremely knowledgeable on the subject matter." – Donna Billings, McKay Law Firm
- "What a hoot Greg is! He made the seminar fun & educational. It [the seminar] makes you realize how much you know, need to know and the immense power of PCLaw!" – Carol Rowell Johnson, Graves, Hill & Colton, P.A.

Recommended Hotels near ITL Headquarters

- ❖ Radisson Hotel and Conference Center – St. Petersburg/Pinellas Park
12600 Roosevelt Boulevard
St. Petersburg, FL 33716
Reservations: 1(800) 333-3333
Hotel Telephone: (727) 572-7800
Fax: (727) 572-5700
Website: <http://www.radisson.com/stpetersburgfl>



- ❖ Holiday Inn Express – Clearwater/Gateway Area
13625 Icot Boulevard (Ulmerton Road)
Clearwater, FL 33760
Reservations: 1(800)315-2621
Hotel Telephone: (727) 536-7275
Fax: (727) 530-3053
Website: <http://www.ichotelsgroup.com/h/d/hi/1/en/hd/clwgw>



Both hotels are located approximately 5-10 minutes from the InTouch Legal Headquarters.

Hotel Dining Options

The Radisson Hotel features delectable Northern Italian dishes served in a casual atmosphere at the poolside Bellarte Restaurant, open daily for breakfast, lunch and dinner. The Holiday Inn Express offers Complimentary Deluxe Continental Breakfast, room service, and has several dining choices located at the near-by ICOT Center, including Tucson's Bar & Grill and Café Pont. Both restaurants are open for lunch and dinner. Please visit the hotel websites for more detailed information on rooms/amenities, dining options, and services offered during your stay in Florida.

Transportation Information

The Radisson Hotel offers complimentary shuttle service to and from both Tampa International Airport and the St. Petersburg/Clearwater Airport. The Holiday Inn Express also offers a complimentary shuttle service to and from the St. Petersburg/Clearwater Airport. Car Rental & Taxi Cab Services are listed below:



Alamo Rental Cars

14640 46th Street North
Clearwater, FL 34622
Phone: (727) 530-5494
Hours: Sun. – Sat. 5:00AM - 11:30PM



Avis Rent a Car

14850 Roosevelt Blvd.
Clearwater, FL 34622
Phone: (727) 530-1406
Hours: Sun-Sat: 7:00 AM - 9:30PM



Budget Rental Cars

16211 U.S. Hwy. 19 N.
Clearwater, FL 33764
Phone: (727) 576-4011



E-Z Rent-A-Car

13625 Icot Blvd.
Clearwater, FL 32771
Phone: (727) 535-9553
Hours: 6:00 AM -10:00PM /8:00AM - 6:00PM (Sun.)

United Cab Services

1701 West Cass Street
Tampa, FL 33606
Hillsborough County: (813) 253-2424
Pinellas County: (727) 535-0000
Website: <http://www.unitedtaxicab.com/>

Yellow Cab

502 North Oregon Avenue
Tampa, FL 33606
Phone: (813) 253-8871

Florida Weather

In February, Largo's average high is 71° and the average low is 55°. In other words, bring your short sleeved shirts for daytime and a light jacket or sweater for the evenings. In particular, it can be cool and the evenings often bring rain, so don't forget your umbrella. You can check the current weather and get a 10 day forecast at www.weather.com.

Fun Things to Do in Tampa Bay

If you choose to come early or stay after the PCLaw Training Session, there are many activities you may enjoy in the Tampa Bay area such as the gorgeous beaches, Busch Gardens Theme Park, The Florida Aquarium, golf, or shopping. The entertainment possibilities are endless in the sunshine-state! For more information about what to do in the Tampa Bay area, please visit www.floridasbeach.com or visit our www.intouchlegal.com for additional ideas!

Directions to InTouch Legal from Tampa International Airport

- 1) From I-275, go South toward St. Petersburg.
- 2) Go over the Howard Franklin Bridge.
- 3) Take Exit 30 (SR-686/Roosevelt Blvd.) towards 118th Avenue North.
- 4) Take the ramp towards 118th Avenue North.
- 5) Turn left onto 118th Avenue North.
- 6) Continue going straight and go onto Bryan Dairy Road/CR-296 W.
- 7) Take the 66th Street (SR-693) ramp.
- 8) Turn right onto 66th Street North.
- 9) Go North on 66th Street and turn left onto 114th Avenue.
- 10) Turn left immediately into the parking lot of Park Village North.
- 11) Turn right and you will find InTouch Legal in Suite 132.

Please visit www.mapquest.com or www.maps.google.com for specific directions to our office from your location.

