

"The Perfect Blend of Process & Technology"

www.LegalMattersSoftware.com Phone 855.822.4567 Fax 866.461.8236 2217 Helgason Drive West Kelowna, BC V4T 2W9

	Scanned Docs   Fax   Personal Docs	Firm Docs   Firm Templates   My Work	
mpany/Surname/Matter/Issue Search (F3)	Search All Fields	Search Documents	Favorites C Active C
	lames / Contact File Number Issue ne Malone 7177751 Lesse Cont ne Ryan 855 822 4567 Corportate I	act Matters	
	SYP	NERGY MATTERS	
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latter Notes	QUI		Client Contacts
fatter Notes	QUI		Client Contacts















Synergy Matters is a simple to use yet powerful interface to your entire client related electronic documents. We upgrade your existing client folder structure with a fast search capability to go directly to your client folders and provide efficient tools to perform various tasks. We attempted in our design to make the operation of the software to be intuitive and allow for a fast learning curve. To achieve maximum benefit from the software the only change we ask of you is to open your documents from the Synergy Matters interface rather than directly from a program. By default when you open Synergy Matters your view will be of your Favorites, to build this list simply right click a matter and add to favorites.

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To find a client, type in the box either Company/Surname/Matters #/ or Issue; the search is incremental from left to right within your "Favorites", "Active" or "Archived" categories. Search all fields will include a full text search within "Matter notes", "Matter Contacts", and "Client Contacts".

🕹 Synergy Matters						_	
<u>File</u>   Reports   <u>C</u> lients   <u>T</u> ransac	tions   <u>S</u> canned Docs	Fa <u>x</u>   <u>P</u> ersonal	Docs   Firm <u>D</u> ocs   Firm <u>T</u>	emplates   My <u>W</u> ork			<u>H</u> elp
Company/Surname/Matter/Issue Sear	ch (F3)						
		Search All Field	ds Search Documents		<ul> <li>Favorites</li> </ul>	C Active	C Archived
Sumame / Company ACME NOVELTY COMPANY COMPLETE MAILING SOLUTIONS DRAPES BY DESIGN LLP. LEGAL MATTERS SOFTWARE INC. VIRTUAL BOTTOMLINE SYSTEMS (CA Matter Notes File opened 01/01/2013 Docket number 2314567	Given Names / Contact Wiley Coyote John Ryan Marylynne Malone Marylynne Ryan John Ryan	717-8266         Corp           7177751         Leas           855 822 4567         Corp	y Coyote vs Sam Sheepdoq orate Filing se Contract oortate Matters lemarks 1. LP Work Work Fax s.com	Client Contact Wiley Coyote 1212 Cave Rd. Sorona Desert Ph. 405 717 82 Fax 404 564 3 Mobile 545 666 Mailto://w.coyo	AZ 98844 266 134 37177		
Open Docs	Post Transaction	Responsible Lawyer:	John				Hide
lohn							.:













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"The Perfect Blend of Process & Technology"

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Clients					×
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Company/Sur	name Search			_	
SurnameComp	anv		Nan	1e	
	TY COMPANY		Wile	ey Coyote	_
ADVACADO FI	LE MANAGEMEN	NT INC.	Sea	n Ryan	
Big Burst Bubb	le Gum Corp.		Dar	cy Spencer	
CAPITAL INSU	RANCE LLP		Free	Jones	
DRAPES BY D	ESIGN INC.		Tim	Brokside	
EASTWOOD C	HAIR COMPANY	(	Clin	t Ottoman	
EVERGREEN I	HOLIDAY TREES	LLP	Chri	is Kringle	
FERGAL FOREST PRODUCTS LLP.				d Fergal	
FREEDOM TR	AVEL CORP.		Sus	an Anthony	
GOLD CORP.			Joh	n Morgan	
	NURSERY LIMI	TED		Smith	
	RESS LIMITED			on Lamey	
	SONAL SHOPPI	VG		can Thomas	
CBC				y Keelner	
	INEYARD SUPPI	LIES INC.		hard Soon	
IERIMINA				NIE	
	A POTTY LTD>			n Crapper	
KING CITY ST				e Riddick	
	ED GOODS LLP.			e Kristy	
	RS SOFTWARE	INC.		n Ryan	
INS	CKING CORP.		Kirk	vlvnne Malone	-
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Or	right Click on a Client and the	following screen appears
	Open Docs	Open the Clients documents folder (Double clicking the client will also open the documents folder)
	Add to Favorites Remove from Favorites	Copy the Client into your "favorites" to create a list of your most used client Matters
	Archive Matter De-Archive Matter	Remove from your favorite's list Archive and De-Archive moves the Client to and from the active list of Matters
	Add Client Add Matter	Delete Matter is only possible when all documents are removed from the matter's folder
	Edit Client/Matter Delete Matter	







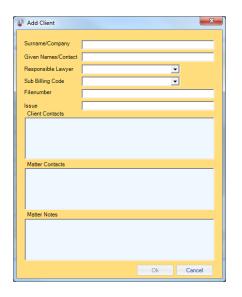








## Add a Client and Matter



# Edit Client Name and Contact

Edit Client	4	×
Surname/Company	ACME NOVELTY COMPANY	
Given Names/Contact	Wiley Coyote	
Client Contacts		
	Ok	Cancel

Surname/Company	ACME NOVELTY COMPANY
Given Names/Contact	Wiley Coyote
Responsible Lawyer	·
Sub Billing Code	·
Filenumber	
Issue	
Matter Contacts	
Matter Notes	

Add a Matter to an existing Client

Matter Notes, Matter Contacts and Client Contacts can be edited directly from the main screen and then you apply to keep the changes

Matter Notes	Matter Contacts	Client Contacts
Docket number 2345432 Anvil Sales defective products	(416) 947-0866 Other Fax raylward@stikeman.com 5300 Commerce Court West, 199 Bay Street	Wiley Coyote 1212 Cave St Soronan Desert. AR 98844 Ph 404 234 5555 Fax 404 245 6783 Mobile 405 666 7676 maito://w.coyote@acme.com
Open Docs Post Transaction		Apply Cancel Hide













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Opening the Docs folder for the Matter shows the following screen with the upper blue bar listing the Client, contact name, file number and the issue

Synergy Matters - DRAPES BY DESIGN LLP. Marylynne Male	one 7177	751 Lease Contract	
File View 🥯 Chronological View 🌖 Search 🤡 Scanned Doc	s 🎯 Pers	onal Docs 뤻 Firm Templates	Slose 🔵
🔰 Convert to Pdf   Number Pdf Pages   Send as Email   Send	as Fax	Copy to Clipboard   Paste from	l Clipboard
△ Name	Size	Туре	Date Modifi
CORRESPONDENCE-IN-OUT-CLIENT		File folder	14/02/2013
CORRESPONDENCE-IN-OUT-OPPOSING COUNSEL		File folder	14/02/2013
COURT DOCUMENTS & CORRESPONDENCE		File folder	14/02/2013
I OTHER 3RD PARTY CORRESPONDENCE-IN-OUT		File folder	14/02/2013
Letterhead.doc	55.5 KB	Microsoft Word 97 - 2003 Doc	19/02/2013
1			

File view is the default view and is the view most windows users are familiar with:















## Chronological View presents all files removed from folders in date order from newest to oldest and shows the folder that the file is contained within

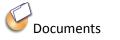
Synergy - DRAPES BY DESIGN LLP. Marylynne Malone 7177751 Lease Contract		
🕨 File View 🌕 Chronological View 🌔 Search 🤡 Scanned Docs 🥩 Personal Docs 🎳 Firm Templa	tes 🗸	S Clos
Convert to Pdf   Number Pdf Pages   Send as Email   Send as Fax   Copy to Clipboard   Paste	from Clipboard   New Docume	
Date Modified Name	Folder	'
2012-10-17 21:49:59 20121017-FAX-OUT-Legal Matters Software Test Fax.pdf	correspondence-in-out-client	
2012-10-17 17:01:26 20121017-FAX-OUT-Legal Matters Software test again.pdf	correspondence-in-out-client	
2012-10-16 23:10:01 20121123-FAX-OUT-Cover 140035.doc	correspondence-in-out-client	
2012-10-09 23:41:47 20121009-FAX-OUT-Cover 164136.doc	correspondence-in-out-client	
2012-10-09 23:21:26 20121009-FAX-OUT-Cover 162116.doc	correspondence-in-out-client	
2012-10-09 23:14:25 2009 Home inspection.pdf	correspondence-in-out-client	
2012-10-05 22:14:00 20121005-FAX-OUT-Cover 151352.doc	correspondence-in-out-client	
2012-10-05 21:55:47 07-00720121005-FAX-OUT-Cover 145536.doc	correspondence-in-out-client	
2012-10-04 21:22:44 07-00720121004-FAX-OUT-Cover 142233.doc	correspondence-in-out-client	
2012-10-03 21:06:12 1996 T4.pdf	correspondence-in-out-client	
2012-10-03 21:06:12 another scanned doc.pdf	correspondence-in-out-client	
2012-10-01 20:55:15 Signed copy of contract.pdf	correspondence-in-out-client	
2012-06-25 17:18:27 20120625-FAX-OUT-Cover 101822.doc	correspondence-in-out-client	
2012-06-22 17:41:33 20120622-FAX-OUT-Cover 104127.doc	correspondence-in-out-client	
2012-06-22 17:41:04 20120622-FAX-OUT-Cover 104059.doc	correspondence-in-out-client	
2012-05-11 18:04:20 20121123-FAX-OUT-Cover 140023.doc	correspondence-in-out-client	
2012-04-13 17:03:05 20100622-EMAIL-IN-Witness statements.eml	court documents & correspondence\plantiff's exhibit book	
2012-04-13 17:02:46 20080609-EMAIL-OUT-145246 copy of discovery.eml	correspondence-in-out-opposing counsel	
2012-04-13 17:02:45 20080609-EMAIL-OUT-145146 client commuication.eml	correspondence-in-out-client	
12012-04-13 17:02:44   20080817-EMAIL-OUT-103522 retainer emi	correspondence-in-out-client	
		P













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The search button within "docs" allows for the full text search of all the content of documents including PDF's.

Synergy Matters - DRA DESIGN LLP. Marylynne Malone 7177751 Lease Contract		X
🔍 🗣 File View 🌕 Chronological View 🌖 Search 🤗 Scanned Docs 🤗 Personal Docs 🦆 Firm Templates		Close
🚺   Convert to Pdf   Number Pdf Pages   Send as Email   Send as Fax   Copy to Clipboard   Paste from Clipb	oard	

\_ 0  $\Sigma$ Search Multiple words in the search box are treated Exact Phrase Include Email Search Text as an AND Eg only documents with both john ryan Doc Search Search Search All Matters john and ryan in the name of the document Dated Modified Туре Name Folder 2009 Home inspection.pdf October-09-12 11:14 P Adobe Acrobat Document \Lms-server\data\cms data\synergy matters\clients\57358\12 or in the contents will be returned within October-01-12 8:55 PM Adobe Acrobat Document Signed copy of contract.pdf \\Lms-server\data\cms data\synergy matters\clients\57358\12 this matter. Checking off "Exact Phrase" will only return documents with "john ryan", the search can be expanded to include email and or Search all Matters. DRAPES BY DESIGN LLP Name: Open Item Copy Item Copy to Case Open Docs Close File Number: 7177751

Once found you can open the document by clicking the open item or by double clicking the name. If the document is not contained within this matter the matter name and the file number is displayed on the bottom of the screen. Options to "Copy Item" or "Copy to Case" are available to the user. You can also "Open Docs" of the matter where that the document is contained.









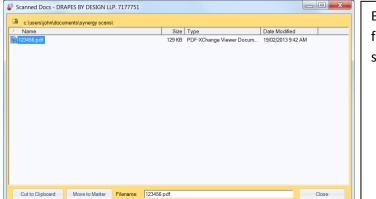




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When you have a Matter's Doc's open clicking on the Scanned Docs button opens the following window.



By clicking on the file you can "Move To Matter" this scanned doc to the various Matter's folders. For confirmation the name of the Client and the file number appears at the top of the screen.

With a Matter's Docs opened Clicking on either Personal Docs or Firm Templates opens the following folders and documents.

🛢 File View 🍮 Chronological View 🏮 Search 🔗 Scanned [	Docs 🥝 Pers	onal Docs 🗳 Firm Templates		Close	A Name		Size Type	Date Modified	
Convert to Pdf   Number Pdf Pages   Send as Email   S	Send as Fax	Copy to Clipboard   Paste from	Clipboard New Doo	cument	ADOPTION-PRECED		File folder	19/02/2013 9:27 AM	
					FILE OPENING LITIG	S & CORRESPONDE	File folder File folder	19/02/2013 9:28 AM 19/02/2013 9:28 AM	
A Name	Size	Туре	Date Modified		LSS-PRECEDENTS	ATION	File folder	19/02/2013 9:28 AM	
CORRESPONDENCE-IN-OUT-CLIENT		File folder	14/02/2013 1:48 PM		I MISC-PRECEDENTS	3	File folder	19/02/2013 9:28 AM	
CORRESPONDENCE-IN-OUT-OPPOSING COUNSEL		File folder	14/02/2013 1:52 PM		L PROVINCIAL COURT		File folder	19/02/2013 9:28 AM	
COURT DOCUMENTS & CORRESPONDENCE		File folder	14/02/2013 1:48 PM		PROVISIONAL-PREC		File folder File folder	19/02/2013 9:28 AM 19/02/2013 9:28 AM	
OTHER 3RD PARTY CORRESPONDENCE-IN-OUT		File folder	14/02/2013 1:51 PM		Letterhead.doc	RECEDENTS	734 KB Microsoft	19/11/2012 1:46 PM	
Letterhead.doc	55.5 KB	Microsoft Word 97 - 2003 Doc	19/02/2013 9:42 AM		LMS letterhead lands		1.37 MB Microsoft	18/02/2013 10:28 AM	
Letterhead.pdf	135 KB	PDF-XChange Viewer Docum	19/02/2013 9:42 AM		New Microsoft Word D		Obytes Microsoft	27/11/2012 10:02 AM	
		<u> </u>			RETAINER AGREEN	MEN I.doc	734 KB Microsoft	19/11/2012 1:46 PM	

Firm Templates are accessible to everyone; Personal Docs are only available to the user. Once highlighted, a copy can be moved to the matter and a unique identification number can be inserted into the footer of the document by default.

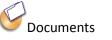
Files can be added or removed from these repositories like any normal windows folder. A copy to Matter will make a copy of document and move it to the Matter folder keeping the same name. By default a unique number will be added to the footer of the document.















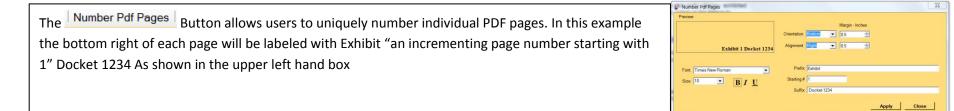
Once a document is selected in the Matter file various options are available for the user. In this instance for the word document selected the user can"Convert to PDF", "Send as Email", or "Send as Fax". The Convert to PDF will convert a single word document to PDF without having to open the doc.

Synergy Matters - DRAPES BY DESIGN LLP. Marylynne Malone 7177751 Lease Contract								
● File View 🥯 Chronological View 🧐 Search 🔗 Scanned Docs 🔗 Personal Docs 🖑 Firm Templates 🛛 🗐 ● Close								
🔰   Convert to Pdf   Number Pdf Pages   Send as Email   Send as Fax   Copy to Clipboard   Paste from Clipboard								
A Name	Size	Туре	Date Modifi					
20080609-EMAIL-OUT-145246 copy of discovery.eml	554 KB	E-mail Message	13/04/2012					
a 20081219-FAX-IN-request for document.pdf	2.95 MB	PDF-XChange Viewer Docum	06/10/2011					
20100622-DOC-DRAFT-AFFIDAVIT-Consent to file.doc	43.5 KB	Microsoft Word 97 - 2003 Doc	06/10/2011					
DEMAND FOR DISCOVERY OF DOCUMENTS, request, notic	52.5 KB	Microsoft Word 97 - 2003 Doc	06/10/2011					
TEST DOCUMENTS.pdf	239 KB	PDF-XChange Viewer Docum	17/08/2008					
correspondence-in-out-opposing counsel\			.::					

If you select more than one document and they are of the right type, our software assumes that you want to merge the documents and convert to PDF. The order of the documents will be the same as the order that they were selected. A window will pop up for you to name the merged document.

Combine as PDF - Docume	ent Name	X	Л
Filename 20100622-DOC-DRAFT-AFFID	AVIT-Consent to	file.doc.pdf	
			1
	Ok	Cancel	

Selecting 2 PDF documents and pressing convert to PDF will also merge the documents.

















Email: Selecting Files and then selecting the Send as Email button will open up your Outlook email client and attach the file to your email. When an email originates from the Matters "Docs" a copy of the sent email will automatically be saved in the originating folder. The name of the file will be as follows "OUT" followed by the recipient(s) and the subject line; the size and dates are also contained on the name line. If multiple emails are sent to the same person with the exact same subject line an incrementing number in brackets will be added after the subject (2)

🖂 OUT johnryan@shaw.ca Jones VS Jones.msg 55.5 KB Outlook Item 19/02/2013 ...

In Outlook the following button will allow you to move any Email directly into a client

Move to Matters

folder symergy Matters and if you select it into a sub folder

When you send an email directly from Outlook you will be prompted to save the sent email into a Matter's folder

Outlook Contact Information: In your Outlook Contacts select you contact and push the



Synergy Matters Button you then can go to the Matter Contacts, or Client Contacts and using "Cntl" v paste the information in to the box. Then apply to keep the information.

			0		Archive
Surname / Company ACME NOVELTY COMPANY COMPLETE MAILING SOLUTIONS	Wiley Coyote	File Numbe 12121212 717-8266	er Issue Wiley Coyote vs Sam S Corporate Filing	Sheepdog	
DRAPES BY DESIGN LLP. LEGAL MATTERS SOFTWARE INC. /IRTUAL BOTTOMLINE SYSTEMS (CA	Marylynne Ryan	7177751 855 822 45 866 999 82			
Selected Matter Documents		Size	Туре	Date Modifi	
		Size	Type File folder File folder	22/02/2013	
Name	POSING COUNSEL	Size	File folder		
Name CORRESPONDENCE-IN-OUT-CLIE	POSING COUNSEL PONDENCE	Size	File folder File folder	22/02/2013 14/02/2013	
Name CORRESPONDENCE-IN-OUT-CLIE CORRESPONDENCE-IN-OUT-OPF COURT DOCUMENTS & CORRESI	POSING COUNSEL PONDENCE	Size	File folder File folder File folder File folder	22/02/2013 14/02/2013 14/02/2013 20/02/2013	
Name CORRESPONDENCE-IN-OUT-CLIE CORRESPONDENCE-IN-OUT-OPF COURT DOCUMENTS & CORRESI OTHER 3RD PARTY CORRESPON	POSING COUNSEL PONDENCE NDENCE-IN-OUT	55.5 KB	File folder File folder File folder File folder	22/02/2013 14/02/2013 14/02/2013 20/02/2013	
Name CORRESPONDENCE-IN-OUT-CLIE CORRESPONDENCE-IN-OUT-OPP COURT DOCUMENTS & CORRESS OTHER 3RD PARTY CORRESPON Letterhead.doc	POSING COUNSEL PONDENCE NDENCE-IN-OUT	55.5 KB	File folder File folder File folder File folder Microsoft Word 97 - 2003 Do	22/02/2013 14/02/2013 14/02/2013 20/02/2013 0c 19/02/2013	













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#### Sending faxes from a Matter's Docs.

In this example the file "DEMAND FOR DISCOVERY OF DOCUMENTS" file has been selected to be faxed. The send fax window opens with the document(s) to be faxed appearing in the "Fax Document Order" window. The order of the documents can be moved up or down to get the desired order. Documents will appear in this window in the same order that they are selected from the file. The description should be filled out as this will help identify the fax in the list of faxes in this matter. The naming convention used for the completed faxes will be the date year month day FAX-OUT- whatever is in the "To:" box followed by whatever is in the "Description:" box. Once the fax is successfully sent, a copy of the entire fax, along with the proof of service on every page will be automatically saved in the matter's folder.

Synergy Matters - DRAPES BY DESIGN LLP. Marylynne Malone 7177751 Lease Contract     File View      Chronological View      Search      Scanned Docs      Personal Docs      Firm Templates     Scanned Docs      Personal								
I convert to Pdf   Number Pdf Pages   Send as Email   Send as Fax   Copy to Clipboard   Paste from Clipboard								
🖉 Name	Size	Туре	Date Modifi					
20080609-EMAIL-OUT-145246 copy of discovery.eml	554 KB	E-mail Message	13/04/2012					
a0081219-FAX-IN-request for document.pdf	2.95 MB	PDF-XChange Viewer Docum	06/10/2011					
20100622-DOC-DRAFT-AFFIDAVIT-Consent to file.doc	43.5 KB	Microsoft Word 97 - 2003 Doc	06/10/2011					
DEMAND FOR DISCOVERY OF DOCUMENTS, request, notice to pr	52.5 KB	Microsoft Word 97 - 2003 Doc	06/10/2011					
TEST DOCUMENTS.pdf 239 KB PDF-XChange Viewer Docum 17/08/2008 .								
correspondence-in-out-opposing counsel\								

Additional features are to mark the fax "Private" so only the sender can see the completed document in the fax library. Ability to capture a disbursement charge, and preview the fax before it is sent. "Fax to Another Destination" will retain the original fax and for sending it to another number.

Document N	2002		
	IN DISCOVERY OF DOCUMENTS, requ	lest notice to pro	duce doc
		lestinence to pro-	4400.400
1			
	ove Up 🛛 🦆 Move Down		×
Description:	Test Document		
Description.			
To:	Legal Matters Software Inc.		Speed Dial
		Long Distance	
	Fax Number	1 ( 866	) 461 - 8236
Private 🗖		Fax to Anot	her Destination













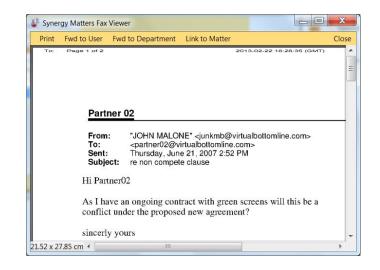


From the main screer	n if a fax is receiv	ed it will s	show up	here: Clicking on the FAX will open the following menu	Scan	ned Docs   Fax Fax Inbox
e   Reports   <u>C</u> lients   <u>T</u> rans	actions   Scanned Docs	;   Fa <u>x(</u> 1) ∣	<u>P</u> ersonal D	ocs   Firm <u>D</u> ocs   Firm <u>T</u> emplates   My <u>W</u> ork	···	Fax Outbox
ompany/Surname/File Number/Iss	sue Search (F3)				10	Fax Library
		Search A	All Fields	Search Documents	oyc	Speed Dial
mpany / Surname	Contact / Given Names	File Number	Issue			
ME NOVELTY COMPANY	Wiley Coyote	12121212	Wiley Coyote	e vs Sam Sheepdog		
MPLETE MAILING SOLUTIONS	John Ryan	717-8266	Corporate Fil	ing		
MDES BY DESIGNITIO	Mandunno Malono	7177751	Losco Contra	ant		

From the main screen if a fax is received it will show up here. Clicking on the FAX will open the following menu

Double clicking on a fax in the inbox will open up the fax and give you the option to, Print" forward to a User or Department or link directly to a matter.

Synergy Matters -	Fax Inbox		
Date/Time	Sender ID	Pages	Inbox
2013-02-22 10:26:00	18664618236	2	
Fwd to Dept	Fwd to User	Link to Matte	er Close



0

10













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#### My Work:

My work is a unique event driven tool for capturing your time. Once you open a Matters Docs folder a timer is started, and the time that the Docs folder is opened will be recorded in my work. A description of the activity that has occurred, such as, creating a document, opening a document, or sending an emailing is recorded. (Note if no activity happens then the time is not recorded) The events are displayed in the Work –Events dialogue box as each item is highlighted. My work is displayed from earliest to latest occurrence.

In this example you can see the client "Drapes by Design" Docs folder was opened for .4 hours and in the events box we see the activity that occurred in that time frame. Two documents were opened and a form 5 AFFIDAVIT was created. If you are satisfied with this time transaction you can simply select post and this item will be sent over to Transactions to be uploaded to your billing system. If you wish to edit or delete simply select that option.

te/Time b 19 2013	04-50-50	Surname/Company DRAPES BY DESIGN L	Given Names/Cont	File Number 7177751	Issue Lease Contract	Description Worked on Matt	Type Charactela Tim	Explanation	User john	Rate \$275.00	Quantity	Charge \$412.50
	04:52:52	DRAPES BY DESIGN L	Marylynne Malone	7177751	Lease Contract	Worked on Matt			iohn	\$275.00	1.5	\$412.50
b 20 2013		ACME NOVELTY COM	Wiley Coyote	12121212	Wiley Coyote vs Sa	Worked on Matt			john	\$275.00	1.1	\$302.50
b 20 2013		LEGAL MATTERS SOF	Marylynne Ryan	855 822 4567	Corportate Matters	Worked on Matt			john	\$275.00	.1	\$27.50
b 20 2013		LEGAL MATTERS SOF	Marylynne Ryan	855 822 4567	Corportate Matters	Worked on Matt			John	\$275.00	.1	\$27.5
b 20 2013	01:41:56	ACME NOVELTY COM	Wiley Coyote	12121212	Wiley Coyote vs Sa	Worked on Matt	Chargeable Tim		John	\$275.00	.1	\$27.50
Work - Ev	vents					_	Edit	Del	ete	Post	Post All	
Date/Time			cription									
Feb 20 201 Feb 20 201	3 01:10:4 3 01:14:3		0201-FAX-IN-Witness M 5 AFFIDAVIT OF P		/ICE doc							
	3 01:36:2		M 5 AFFIDAVIT OF P									
								Chargeab	le Time Hou	rs 3	.3	
								Total Cha	mes	\$907.5	0	
								, otar ona	.900			
										Refresh	Close	
										nellesti	Close	













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Synergy Matters - Print Watch: Is your print tracking program whenever you print this screen will pop up and you must select the account to charge to. By default we will populate with whatever Matter that you have opened. If you don't have a matter opened the account can be found by typing in any of the main information. If you are printing multiple copies you need to select the number of sets of copies that you have done.

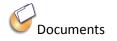
Company/Surname/Matter/Issue Sear	ch (F3)			
Surname / Company	Given Names / Contact	File Number	Issue	
DRAPES BY DESIGN LLP.	Marylynne Malone	7177751	Lease Contract	
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