Streamline your practice with Firm Central.

Firm Central™ simplifies your workday by providing a single online location for all the tools you need to manage your firm and perform client work. Easily store, organize, and share matter information, including clients and contacts, documents, tasks, notes, and events. Maximize your time and accomplish more for your clients with less effort and stress with Firm Central and added integrations of Deadline Assistant, Time & Billing, and Custom Forms.

Firm Central consolidates the sharing of information and collaboration within your firm for a more streamlined and efficient workflow by offering you:

- Exclusive document markup with KeyCite® flags and citation links for insurance of current law
- Secure communication with your clients through the Client Portal for a more efficient intake process
- Global search capabilities to find information related to documents, matters, or the client quickly and with ease
- Unmatched data security and encryption for peace of mind
- Access from a desktop, laptop, tablet, or smartphone

CONFIDENTLY CALCULATE AND MANAGE COURT DEADLINES

Work at ease knowing Deadline Assistant calculates and automatically updates all of your deadlines for your matters based on applicable federal, state, and local court rules. View all of your upcoming deadlines in your Deadline Assistant calendar and Microsoft® Outlook® calendar for an organized view of upcoming priorities. Deadline Assistant on Firm Central provides:

- Essential management with the ability to manage deadline information across your firm, department, or matter team, and access all Deadline Assistant dates in Outlook
- Customizable deadlines – edit dates, rename events, add notes, or remove calendar events at your direction
- Dual global and matter calendar for insight into each level of upcoming events
- Seasoned attorney-editors who provide automatic updates to applicable court rules; email alerts of changes will keep you informed
- Linking to the full text of court rules in Thomson Reuters Westlaw™
- Custom rule sets allow you to build custom templates for administrative case types, transactional deadlines, or matters governed by scheduling orders

EASILY TRACK VALUABLE TIME AND EXPENSES

Accurately record all of your work time and expenses, promptly issue invoices, and track Trust Account activity for a more accurate and organized view of your legal billing. Simplify your record keeping with a built-in timer, pre-loaded ABA codes, and one-click invoicing in Legal Electronic Data Exchange (LEDE) format. Firm Central Time & Billing is integrated directly onto the Firm Central homepage, so all of your practice information is centrally located for easy access, no matter where you are.
Automate document assembly with Custom Forms

Enjoy the added benefits of a smoother workday and spend less time endlessly creating forms with Custom Forms as part of your Firm Central subscription. Utilize technology that will automate completion of your own forms. Custom Forms integrates with your word processor to make your forms buildable for a more productive workflow.

Unmatched security, offering peace of mind

Firm Central stores your data in secure, proprietary Thomson Reuters data centers in the United States. Safeguarding confidential data will always be your priority – that’s why only Firm Central provides:

- Encrypted data on our systems both in transit and for storage with the same strong encryption protocols utilized by banks
- Data center and product delivery system certification against two industry-proven standards: ISO 9001 quality management standards and ISO 27001 information security management

Most importantly, Firm Central is SOC 2 Type II certified. This rigorous assessment of security provides assurance of adequate control systems in place to safeguard customer data and information as defined by the AICPA. Firm Central has the ability to grow as your practice grows. It is the only cloud-based legal practice management software for solo and small firms that integrates industry-leading legal solutions from Thomson Reuters to easily connect to what you need, when you need it. Contact your Thomson Reuters Representative for more information.

Firm Central Time & Billing allows you to:

- Track and enter your time multiple ways – from the Expense Entry tab, or from a running timer at the top of your home screen
- See expenses incurred on a given matter for increased transparency
- Review Pre-Bills for billing information – to make changes or generate an invoice
- Accurately handle any Trust Account management activity, including automatic deduction from the trust
- See every matter for every client at a glance – including outstanding balances – for immediate representation of billing needs
- Set up specific fee arrangements for each client and generate billing groups organized by client, activity, or law firm member

Firm Central Time & Billing also integrates with QuickBooks™, for a full financial statement of your business.

Increase your efficiency, mobility, and data security with Firm Central.
For assistance, please call 1-888-287-8537
Experience it at firmcentral.com