

Kemp's Prime Version 12

The following document demonstrates the Private Bar Website that is available as an optional component in Prime Version 12. Another version is available for Prime Version 8 without document uploading as shown in this document.

The first page (Figure 1) of the system allows Private Bar attorneys the ability to:

- 1) Sign into the website
- 2) Sign up to use the website (for attorneys already providing services to your organization) or
- 3) Sign up to provide services to your organization

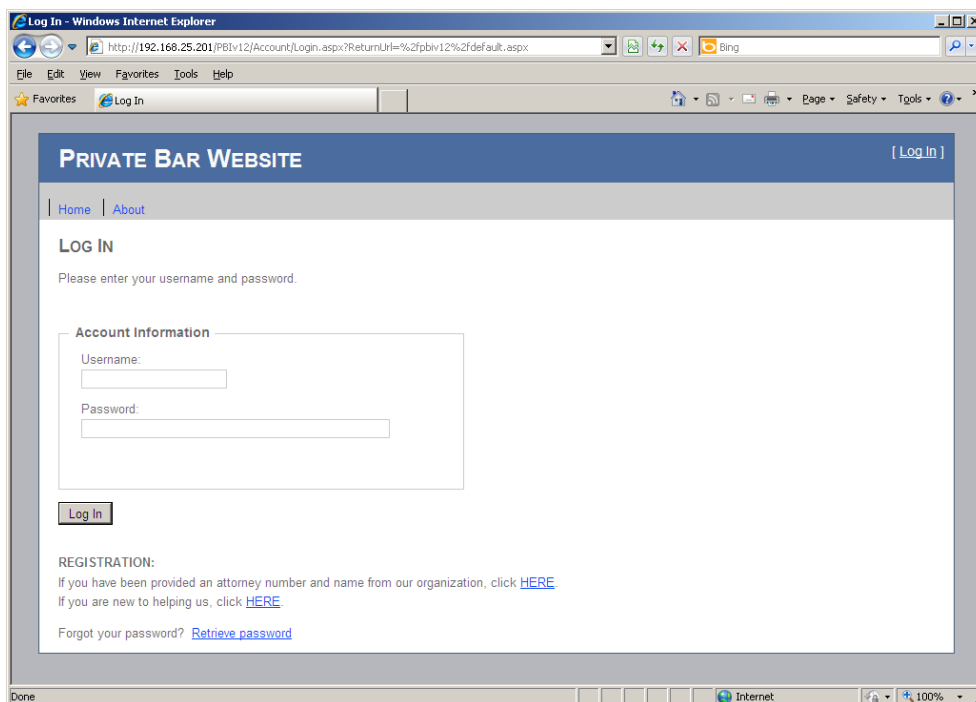


Figure 1

For brand new attorneys (option #3, from above), the site gathers primary information about the attorney for entry into the system (Figure 2).

http://192.168.25.201/PBiv12/Account/NewRegistration.aspx - Windows Internet Explorer

http://192.168.25.201/PBiv12/Account/NewRegistration.aspx

File Edit View Favorites Tools Help

Private Bar Website [Log In]

Home About

NEW REGISTRATION

Name: Mr. First Mid Last Ext (Jr./Sr.):

Firm name:

Address:

City, State, Zip: AB

County:

Email:

Phone: SELECT

Fax: SELECT

Date you joined the bar:

Bar Number:

Normal hourly fee:

Figure 2

This information is placed in a separate holding table for review by staff. A special web registration link (Figure 3) allows staff to search through entries made on the website (Figure 4).

PRIME SQL Version 12.2 Grants - [Main Menu]

Clients for Windows Window Copy Paste SysInfo Close Filters Link Manager Toolbars Hide Extra Menus

Main Help Search for Records Date Difference Calculator Add

To Do List

Today

Time-Day

Agencies

Fund Raise

Call Back

Intake Sys

Upkeep

Help

Exit/Save

Search for Records

☐ Clients
☐ Eligibility
☐ Call Back
☐ Client Browser
☐ Case Information Tree
☐ Client Information Tree
☐ Family of Client
☐ PBI Clients
☐ PBI Lawyers
☐ Law Firms
☐ Answers to Intake System
☐ Agencies
☐ Subjects
☐ Other Services
☐ Case Notes
☐ Internal Messages
☐ Difficult Person

☐ All People
☐ All Phones
☐ Documents
☐ Time
☐ PBI Time
☐ Calendar
☐ Calendar View Search
☐ Contact
☐ Conflict
☐ Conflict Detail Search
☐ Compensated
☐ Staff Member
☐ Courts
☐ Judges
☐ Litigation
☐ Email Send Files
☐ Report Previews

☐ Web registration
☐ Tree View

Add
 Conflict
 Search
 Reports
 Letters
 Time
 Trust
 Calendar
 Email
 PBI
 Activity

Form View NUM

Figure 3

PRIME SQL Version 12.2 Grants - [Search Lawyer Website Registrations]

Print Preview Filter By Selection Filter Excluding Selection Window Hide Extra Menus Type a question for help

Lawyers Website Registration

Search Field **Lawyer Last Name** Word or #

Exclude No's to find Yes's Use the word Null for no value

Open Form Status **Search Closes** Show All Close Pending 8

ID	VFNAME	VLNAME	VCITY	VFIRM	Transferred	Transfer	Transfer	VPHO	VFAX	VEMAIL
1	test	test	test	test	0	2012-02-02	IGN	888-8888		test@tes
2	James	Spencer	SPRINGFIELD	ncer Law Firm	0		NTF	888-8888		james@
3	test5	test5	test5	test5	0		NTF	444-4444		test5
4	James	Spencer	Springfield	orney at L	0		NTF	881-139	881-215	james@
5	test10	test10	test10	test10	0		NTF	333-3333	333-3333	test10
6	test11	test11	test11	test11	0		NTF	333-3333	444-4444	test11
7	test12	test12	test12	test12	0		NTF	333-4444		test12
8	test	test	test	test	0		NTF	333-3333		test@tes

Form View NUM

Figure 4

From the search screen, staff can review the entry made by the attorney. This allows staff to ensure the attorney is not already in the system. It also allows for staff to copy the information over to the PBI Attorney table (Figure 5) using the “Add to Lawyers” button, or ignore it.

PRIME SQL Version 12.2 Grants - [InLawyersWebsiteRegistration]

File Edit View Insert Format Records Tools Window Help Type a question for help

Lawyers Website Registration

Add to Lawyers Ignore Close

Mr. James E. Spencer Jr.

FIRM Spencer Law Firm

ADDRESS 2872

SPRINGFIELD MO 65802

COUNTY Greene

VEMAIL james@testingtesting.com

PHONE 417 888-8888

FAX

JOIN BAR

Bar Num

Hr Fee

Information on Transfer

☐ Transferred to Lawyers

Date

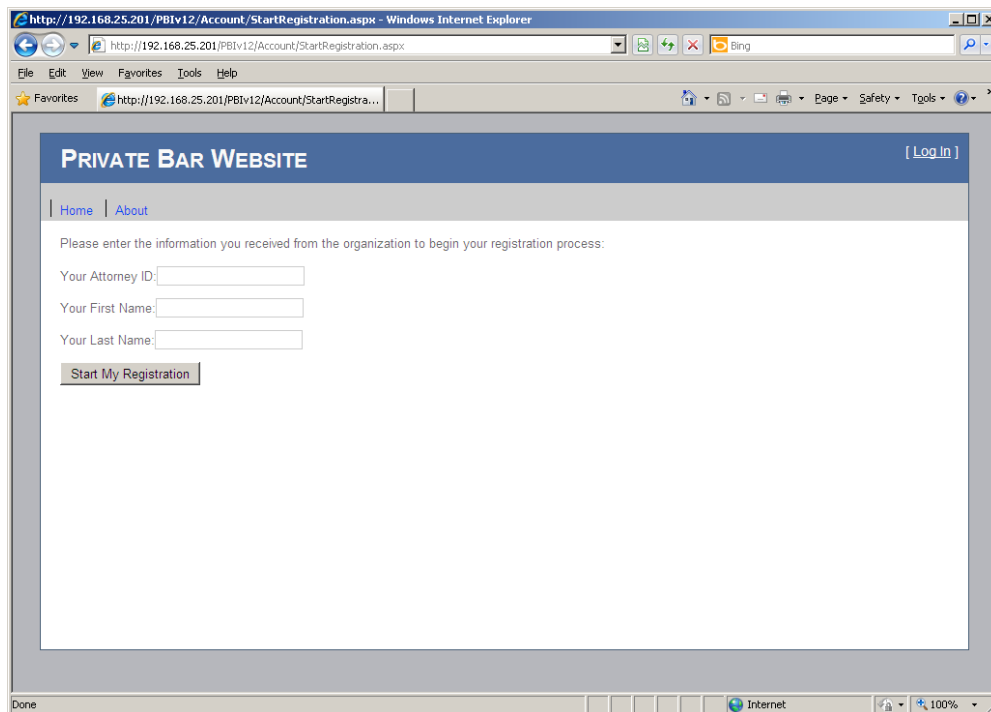
NTF

Form View FLTR NUM

Figure 5

If an attorney is already in your system, you can give them three pieces of information to allow them to start using the PBI Website. You must give them (1) their attorney ID from the Kemp's system, (2) their exact first name as entered in the system, and (3) their exact last name as entered in the system. They use that to create their username and password for use in the system.

First, they must enter the information you have given them. This part of the system verifies the information you have given them (Figure 6):



The screenshot shows a web browser window titled "http://192.168.25.201/PBIv12/Account/StartRegistration.aspx - Windows Internet Explorer". The address bar shows the URL "http://192.168.25.201/PBIv12/Account/StartRegistration.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows a single entry for the current page. The main content area has a blue header with the text "PRIVATE BAR WEBSITE" and a "[Log In]" link. Below the header is a navigation bar with "Home" and "About" links. The main body of the page contains the text "Please enter the information you received from the organization to begin your registration process:". Below this text are three input fields labeled "Your Attorney ID:", "Your First Name:", and "Your Last Name:". At the bottom of the form is a button labeled "Start My Registration". The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of "100%".

Figure 6

Then, once verified, they can choose their own username and password for the website (Figure 7):

The screenshot shows a Windows Internet Explorer browser window titled "Register - Windows Internet Explorer". The address bar displays the URL "http://192.168.25.201/PEIv12/Account/Register.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows "Favorites", "Register", and navigation buttons. The website's header is a blue bar with "PRIVATE BAR WEBSITE" on the left and "[Log In]" on the right. Below the header is a grey navigation bar with "Home" and "About" links. The main content area is white and titled "REGISTER FOR A NEW ACCOUNT". It contains the text "Use the form below to create a new account." and "Passwords are required to be a minimum of 8 characters in length." Below this is a form titled "Account Information" with a border. Inside the form, it says "This information you choose for use in this website:" followed by several input fields: "User Name:", "E-mail:", "Password:", "Confirm Password:", "Security Question:", and "Security Answer:". At the bottom of the form is a "Register User" button. The browser's status bar at the bottom shows "Done", "Internet", and a zoom level of "100%".

Register - Windows Internet Explorer

http://192.168.25.201/PEIv12/Account/Register.aspx

File Edit View Favorites Tools Help

Favorites Register

PRIVATE BAR WEBSITE [Log In]

Home About

REGISTER FOR A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Account Information

This information you choose for use in this website:

User Name:

E-mail:

Password:

Confirm Password:

Security Question:

Security Answer:

Register User

Done Internet 100%

Figure 7

After logging on, the main menu allows the attorney to view their open cases, search for waiting cases, or change items in their profile (Figure 8).

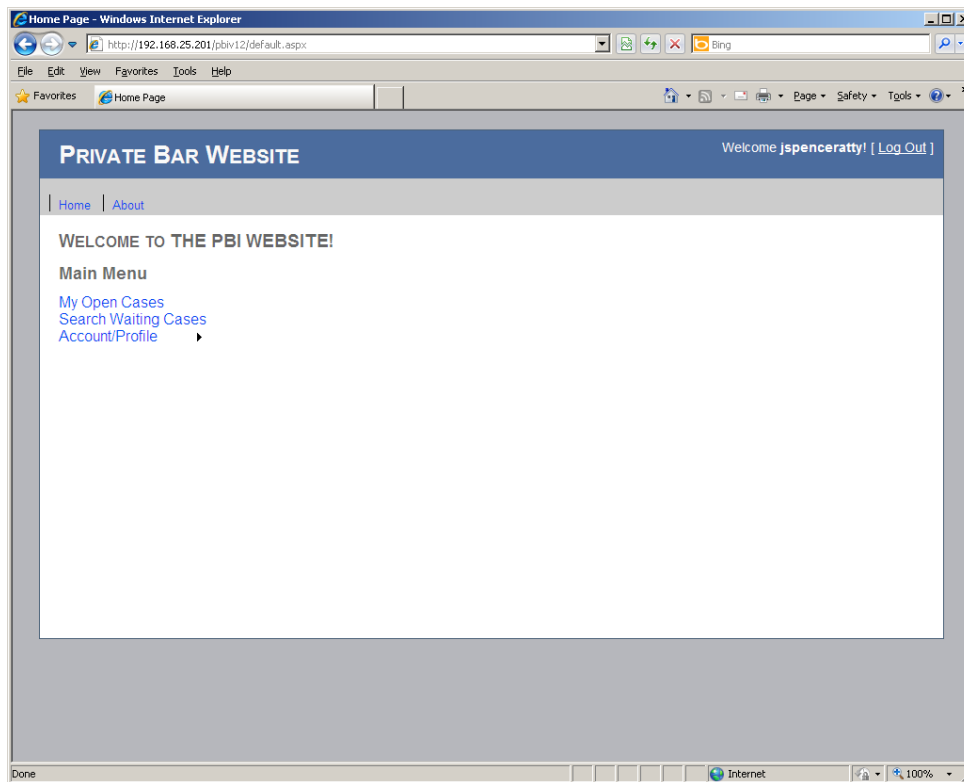


Figure 8

Figure 9 shows the view of open cases.

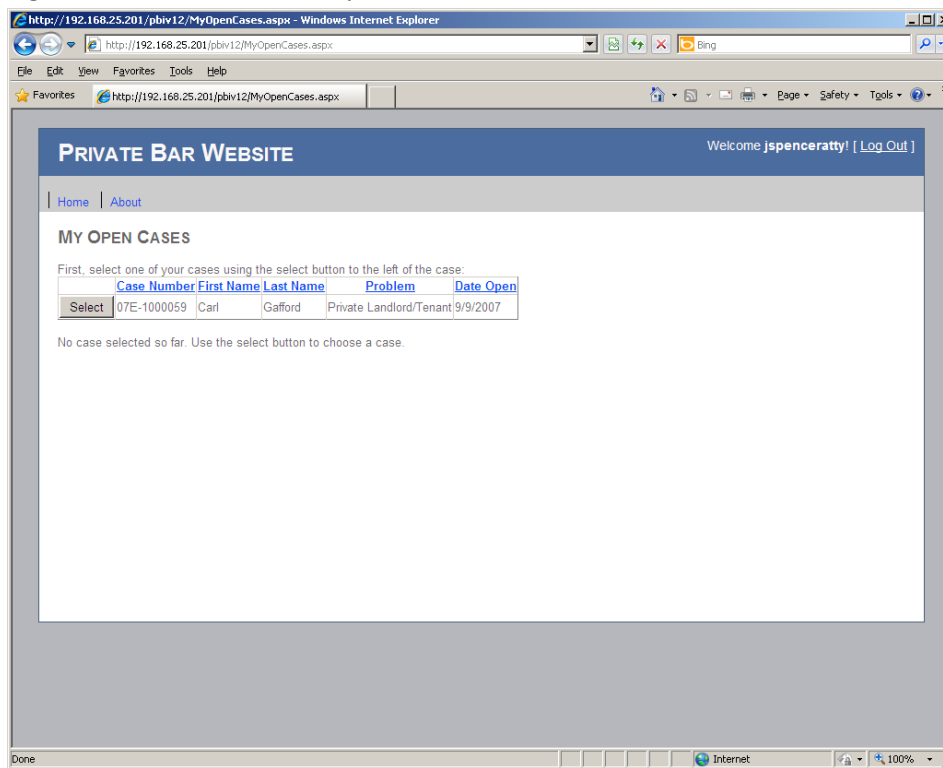


Figure 9

Selecting an open case (Figure 10) allows for the viewing of information on the case (client information), adding or viewing case notes, adding or viewing PBI Time slips or Compensated slips, adding or viewing documents (if using Prime Version 12.2 or above), and closing a case.

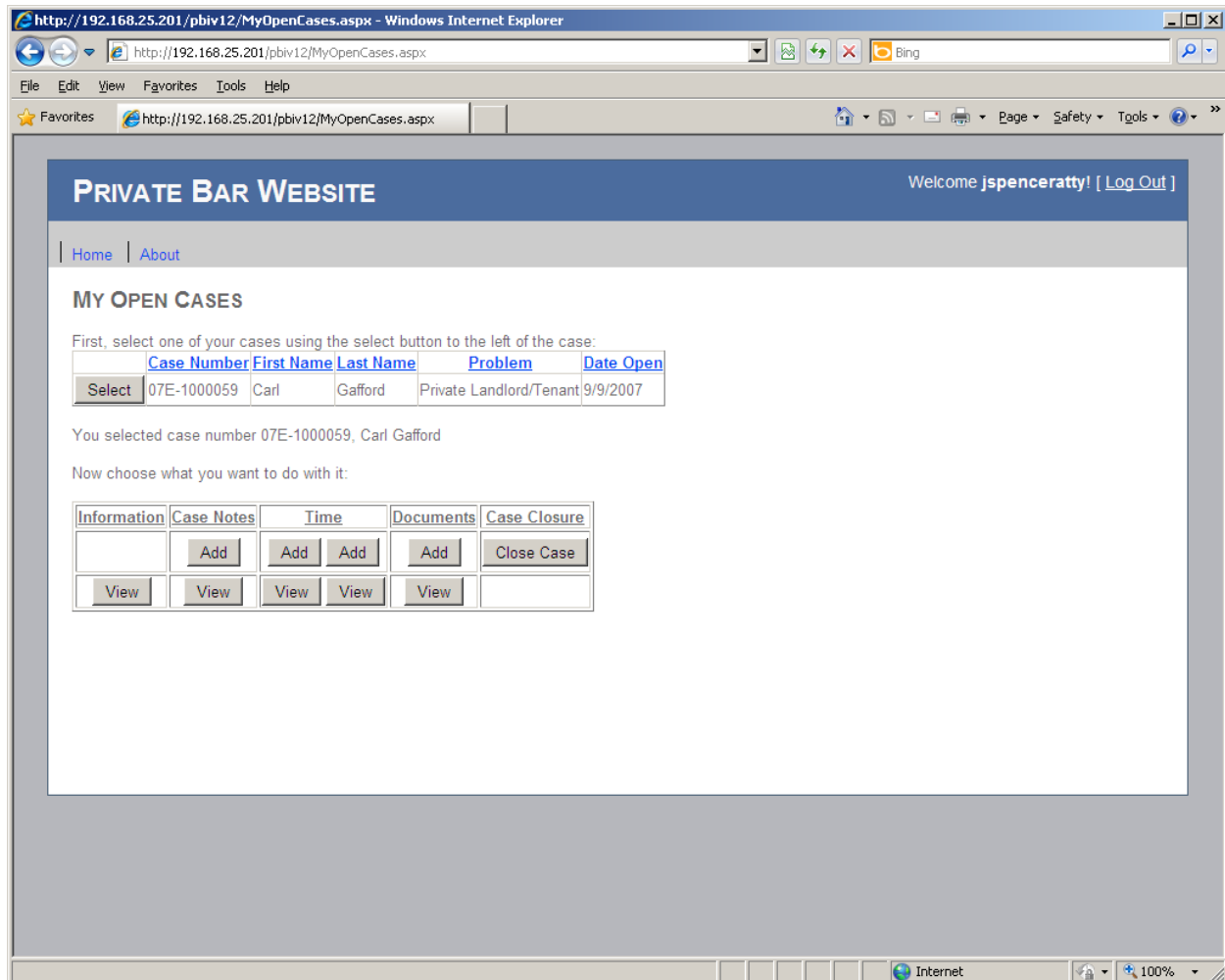


Figure 10

Waiting Cases may be accepted by the attorney. A list of all cases is presented, with the ability to search by type of issue and location of problem (Figure 11).

http://192.168.25.201/pbiv12/WaitingCases.aspx - Windows Internet Explorer

http://192.168.25.201/pbiv12/WaitingCases.aspx

File Edit View Favorites Tools Help

http://192.168.25.201/pbiv12/WaitingCases.aspx

Private Bar Website

Welcome jspenceratty! [Log Out]

Home About

WAITING CASES

Use these fields to narrow your search for cases:

Type of Issue:

☐ Consumer ☐ Education ☐ Employment ☐ Family
☐ Juvenile ☐ Health ☐ Housing ☐ Income Maintenance
☐ Individual Rights ☐ Other ☒ Any and ALL

Location of Problem:

These are waiting cases that you can take. Reviewing a case to see if you want to take it is a multi-step process. First, we will show you any notes made about the case. Second, we will show you basic information about the potential client and others noted as being involved in the case, allowing you to check conflicts before proceeding. Finally, we will display other information about the potential client and allow you the opportunity to decide to accept the case.

To start the process and see more information about any case shown, click Select:

Issue	Date	County Of Problem	County of Residence
Private Landlord/Tenant	1/10/2007	DeKalb	Select
Private Landlord/Tenant	11/9/2007	Cherokee	Select

Figure 11

Selecting a case for review allows the attorney to check for conflicts, see details of the case, and finally see information on the client before actually accepting the case for representation.

The Account/Profiles pages (Figure 12) allow the attorney to change information in the system regarding: (1) their location, (2) cases they will take, (3) counties they will take cases in, (4) change their password, and (5) change their security question.

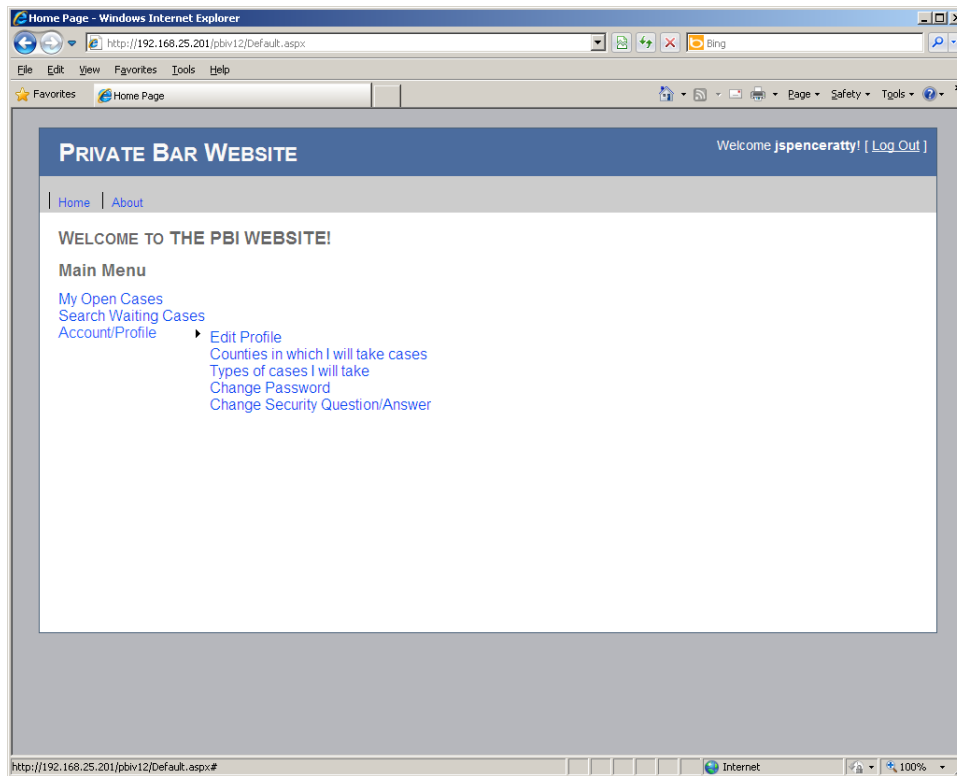


Figure 12