THE SMART WAY TO RUN YOUR SMALL PRACTICE

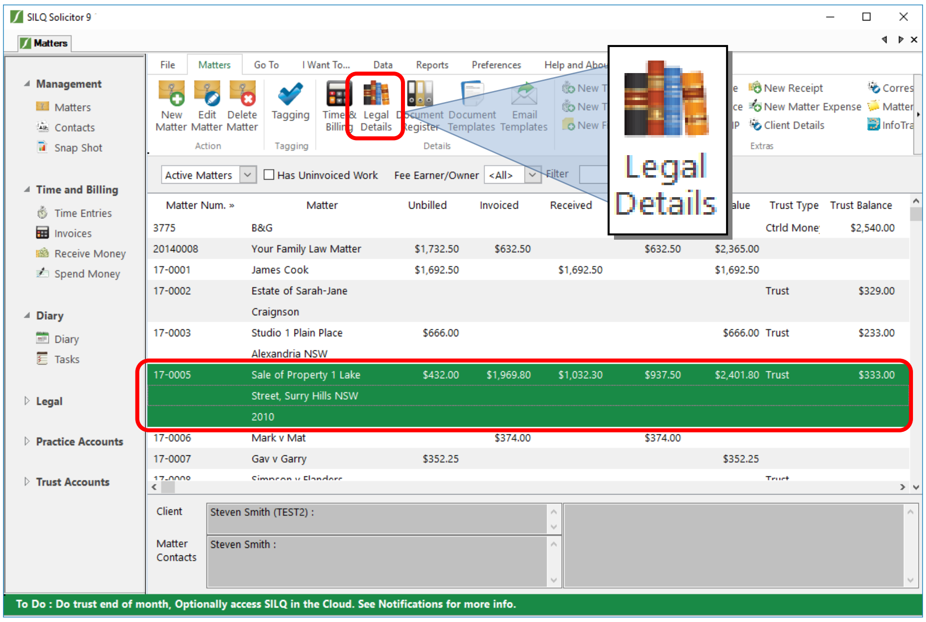
SILQ Solicitor Learner Guides

Manual 6 – Legal Details

Table of Contents

1. Legal Details

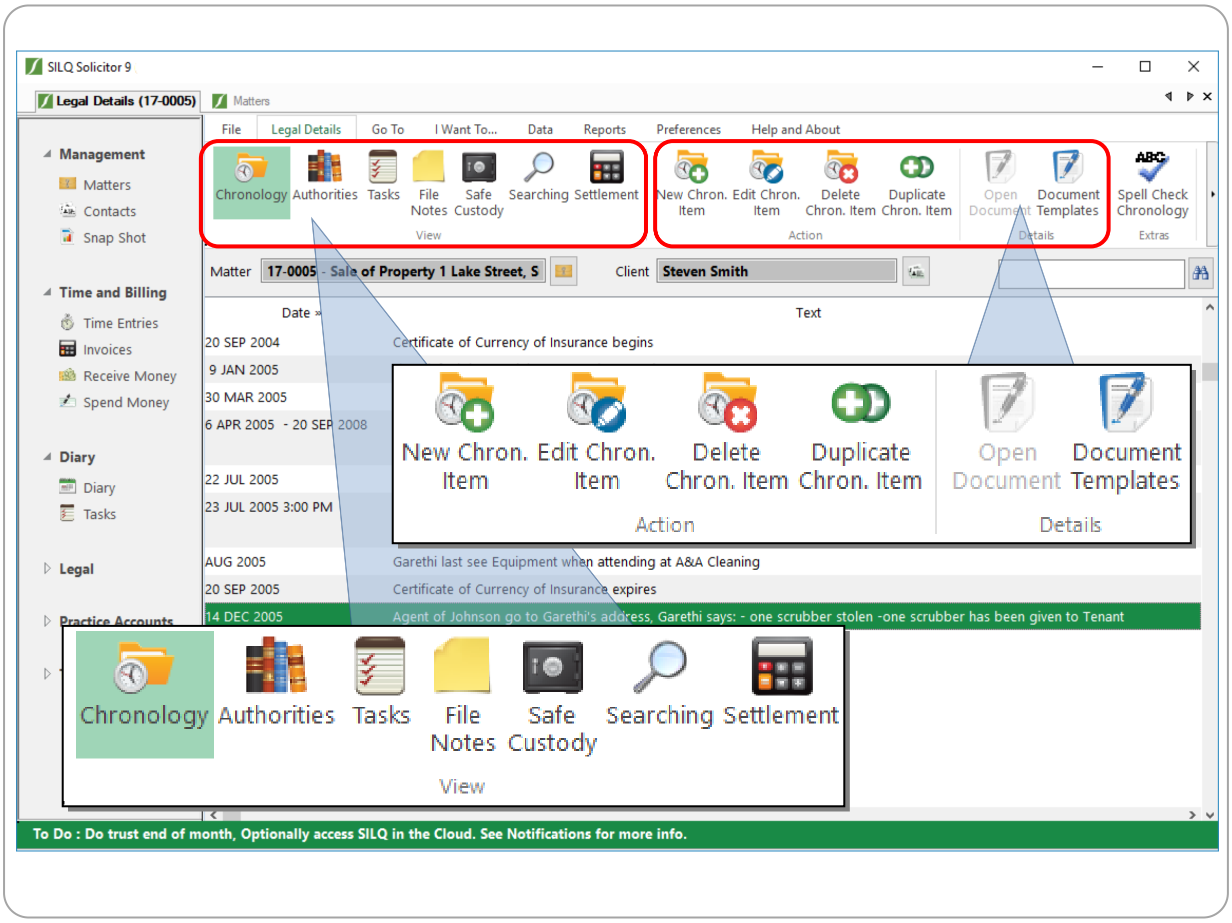
Overview
• The Legal Details window is a handy window that contains seven areas including: Chronology, Authorities, Tasks, File Notes, Safe Custody, Searching and a Settlement Calculator. • The Chronology Window is used for maintaining the chronology (sequence) of events that occurred in relation to a Matter. It will automatically maintain items in date order regardless of what order they were entered. The advantage of this is that despite how or when the documentation is entered, the documentation can be sorted into a “Chronology Document” that can be used for presentation. The Chronology function handles mixed date formats. • The Matter Authorities Window in SILQ is an extremely sophisticated yet simple to use method of organising and collating all Authorities that you may wish to use. It is easy to prepare an Authorities list for matters to use on a regular basis. By doing this it can save you time and effort, as you will be able to source from previous matters easily and collate and use for future matters. • The Authorities Window is where you will keep your master list of authorities to use on a regular basis as precedents in cases. They are arranged under Topics that you can create. Authorities can also be kept under more than one topic.



To display the **Legal Details** area where you have access to the Chronology, Authorities, Tasks, File Notes, Safe Custody, Searching and the Settlement Calculator, do the following:

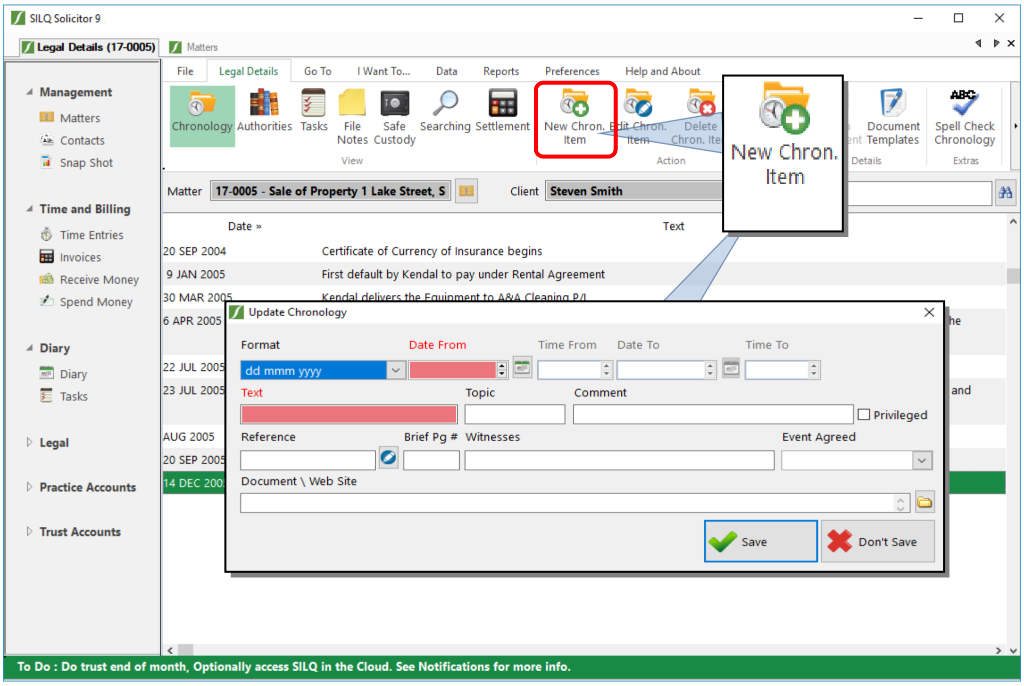
If you are not on the matters window, click on the **Matters** button on the left Navigation Toolbar. This will bring you to the Matters window.

Next click to highlight the matter you want to create a Chronology, Authority etc for, then click on the **Legal Details** button on top toolbar menu.



You will be brought to the Legal Details window for the selected matter. You will see seven tabs along the top of this window in the **View Section** which will enable you to get to the various sections in the Legal Details window, such as Chronology, Authority, Tasks etc.

2. Chronology Tab



The Chronology window will allow you to keep all events relating to a matter in one place. You also have the ability to be able to print them out in date order when necessary. In the example above, notice how the date fields are formatted differently, SILQ will allow you to do this, yet still recognise what order to put things in.

Chronology Top Toolbar Buttons

Refer to the screen shot above:

- **New Chron. Item:** Select to create a new Chronology item
- **Edit Chron. Item:** Select to edit the selected Chronology item
- **Delete Chron. Item:** Select to delete the selected Chronology Item
- **Open Document:** This will open the file immediately in the program that the file type is associated with. Eg .doc/x files will be opened in Word, .pdf files in Acrobat, .xls/x files in Excel.
- **Documents:** Select to access the Documents window where you can generate a Chronology document.

2.1 Creating a Chronology entry in SILQ

To create a Chronology entry in SILQ once you are in the Legal details area for a particular matter, click on the **New Chron. Item** button on the top toolbar. The Update Chronology window will appear, allowing you to enter a new Chronology item. Refer to the example above.

An explanation of each field is below:

- **Format:** SILQ supports a variety of date and time formats. These include: date (DD-MM- YYYY), month (MMM-YYYY), year (YYYY), date ranges, month ranges, year ranges, time on a specific date, time ranges etc. Select the one you want and then enter the values into the appropriate date and time fields. If it is a month or year only value, you still need to enter a full date as this controls exactly how it is ordered, but only the month or year is displayed

- **Date From:** This date is always required and a full date needs to be entered regardless of the format as this is used for sorting purposes as well

- **Time From:** This is used when using a time format it will also use this for sorting purposes as well

- **Date To:** Enter this date if you are using a date range format

- **Time To:** Enter this date if you are using a time range format

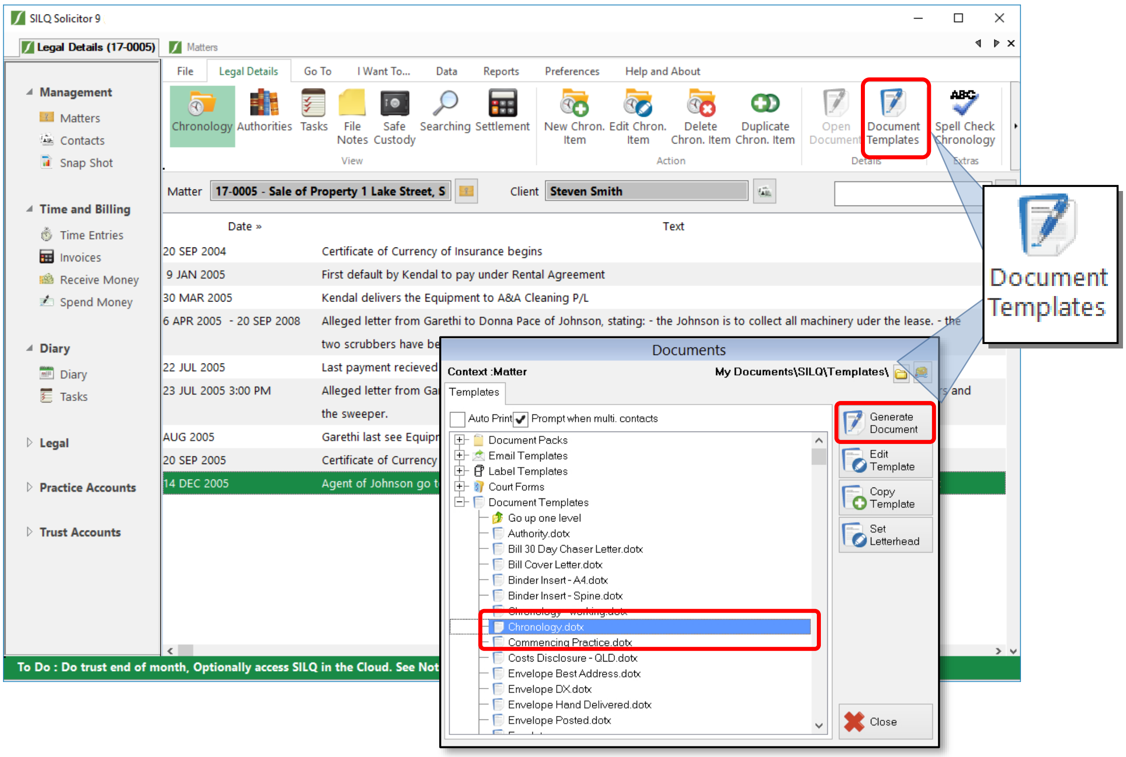
- **Text:** Enter the description of the item

- **Topic, Comment, Reference, Brief Page #, Witness and Event Agreed:** are all optional fields that allow you to track more specific information about an item

- **Document/Website:** This allows you to attach a document or web link that is relevant to the chronology so that you can retrieve it when necessary. You can click on the Open Document button to open the file or web site.

Once you have entered all the information you require into the relevant fields, click on the **Save** button in the right-hand side toolbar, and the chronology item will be added to the list. Repeat this process to add all chronology items.

2.2 Generating a Chronology Document



When you have completed the chronology, you can generate a Chronology Document to print out and take to court.

To print out your chronology, click on the Document Templates button on the top toolbar.

The Documents window will open up which will allow you select a template to generate your chronology document.

There are two Chronology templates to choose from, the **Chronology - working** template and the **Chronology** template.

The normal **Chronology** template generates a document with the date, text and reference fields, whereas the **Chronology - working** template generates all of the chronology data.

The **Chronology – working** document shows much more information, however is less likely to be the document printed to take to court.

Once you have clicked on the template you want to generate, click on the **Generate Document** button.

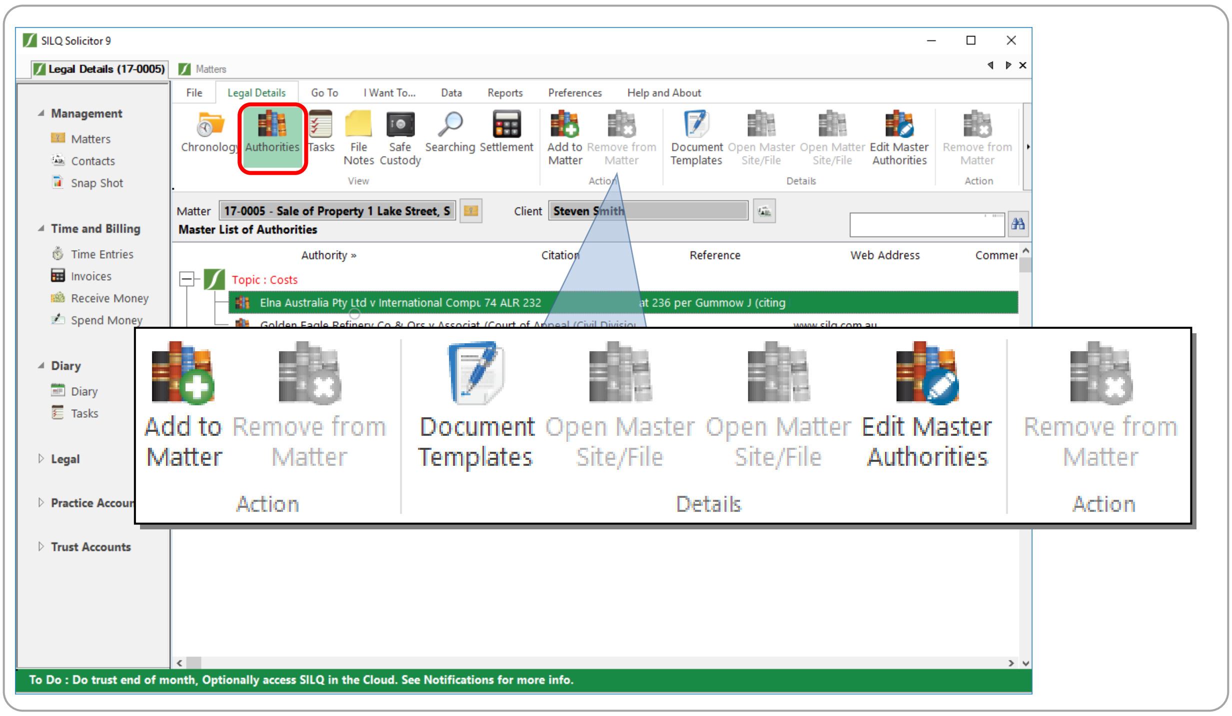
SILQ will then open up your document in Microsoft Word with your chronology. As you can see in the example below, the **Chronology** Document prints out in a legible format that is useful if needed for presentations in court or with clients. This document is based on a template and all templates in SILQ can be customised. Refer to Manual 6. Document register, Document templates and Court Forms.

Johnson v Kendal and Garethi

Chronology

Date	Event	Reference
20 SEP 2004	Certificate of Currency of Insurance begins	Cert of Currency
9 JAN 2005	First default by Kendal to pay under Rental Agreement	Johnson records
30 MAR 2005	Kendal delivers the Equipment to A&A Cleaning P/L	Garethi 27/8 at 3
6 APR 2005 - 20 SEP 2008	Alleged letter from Garethi to Donna Pace of Johnson, stating: - the Johnson is to collect all machinery under the lease; - the two scrubbers have been transported to A&A Cleaning (awaiting arrangement of sale)	Garethi 20/6 "C"
22 JUL 2005	Last payment received by Johnson from Kendal	Johnson records
23 JUL 2005 3:00 PM	Alleged letter from Garethi to Donna Pace of Johnson, stating: - Garethi has found a purchaser for the two scrubbers and the sweeper	Garethi 20/6 "D"
AUG 2005	Garethi last sees Equipment when attending at A&A Cleaning	Garethi 27/8 at 3

3. Matter Authorities Window



The second tab in the Legal Details window is Authorities. This window is for attaching authorities that you have already entered to a matter so that you can prepare an authorities list for the matter. If you use the same authorities regularly, this can save you a lot of time and ensure accuracy.

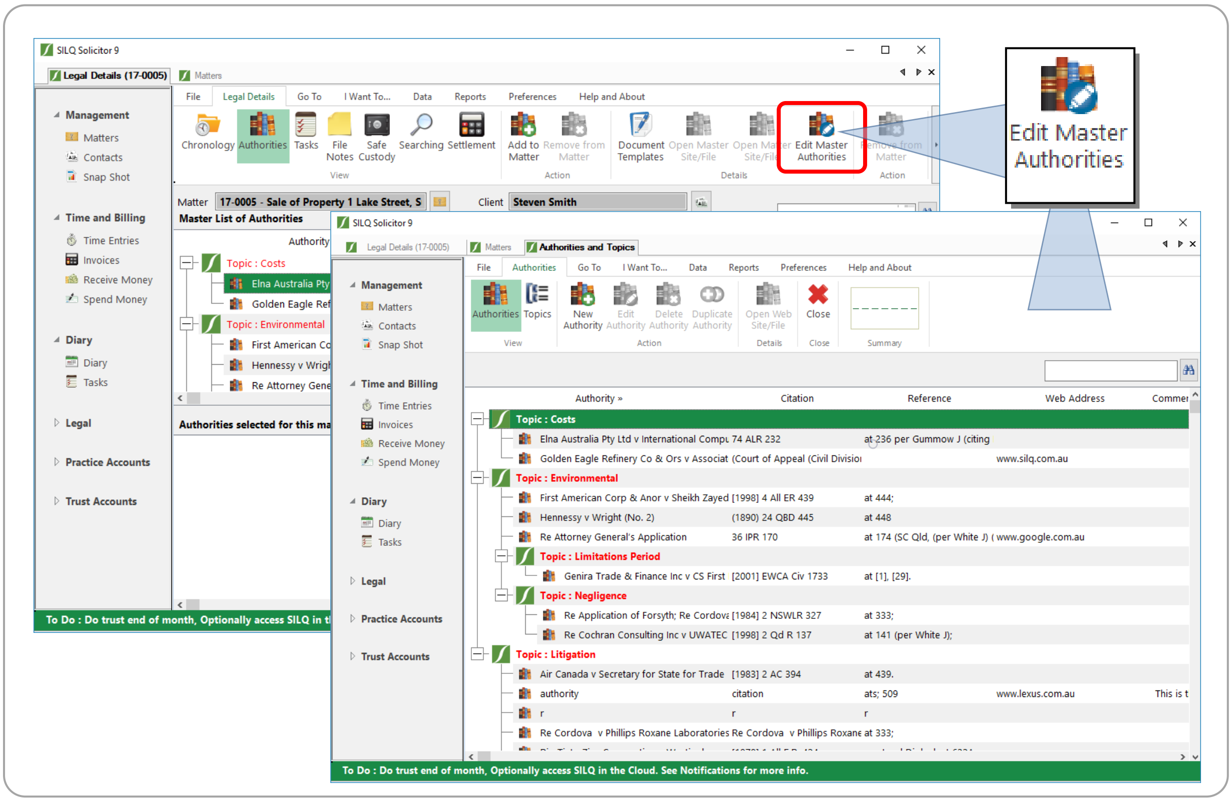
What you do is enter the authority once in a Master Authorities list and then you can use it again for subsequent matters.

Authorities Top Toolbar Buttons

Refer to the screen shot above:

- **Add to Matter:** Select to add the selected authority to this matter
- **Open Web Site/File:** If you have entered either a web address or a file on your hard drive, selecting this will open the file for you or take you to the web address
- **Edit Matter Authorities:** This takes you to the master authorities window so you can edit the authorities list.
- **Remove from Matter:** Select to remove the authority from the matter.
- **Documents:** Select to access the documents window where you can generate documents for the current matter including an authority List

3.1 Authorities - Master List

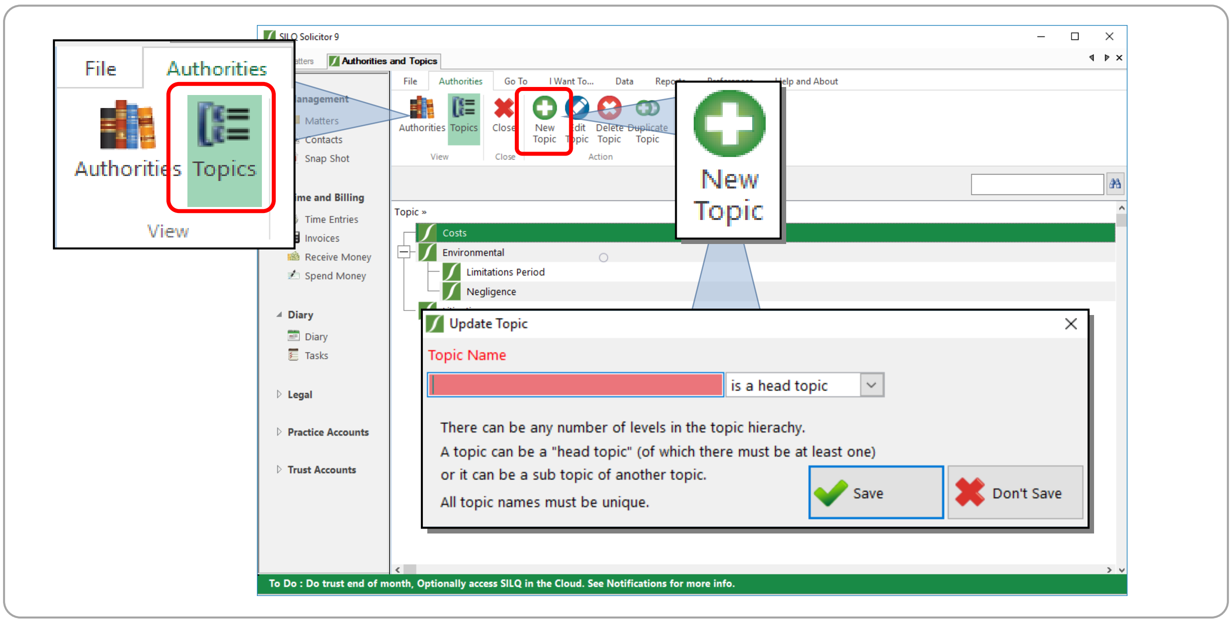


The Master List of Authorities are all the authorities that you have entered into the system and are available to attach and use to each new matter you create.

To set up your master list of authorities, once you are in the Legal Details area, click on the authorities tab. Next click on the **Edit Master Authorities** button on the right-hand side toolbar.

You will be taken out of the Legal Details window and arrive at the **Authorities and Topics** window. This is where you enter all your Authorities to create your master list. Your window will most likely be empty as you haven't entered any authorities into SILQ yet. In the example above authorities have been entered.

Topics Tab



Before you can start entering your authorities, the first step is to enter all your topics and then enter your authorities under those topics.

Topics allow you to create a logical hierarchy for authorities so they are easier to manage and find. There is no limit to the number of levels in the topic tree.

To enter your authority **Topics,** click on the Topics tab on the top left-hand side of the **Authorities and Topics** window. Refer to the screen shot above.

Next, click on the **New Topic** button on the top toolbar. The Update Topic window will appear.

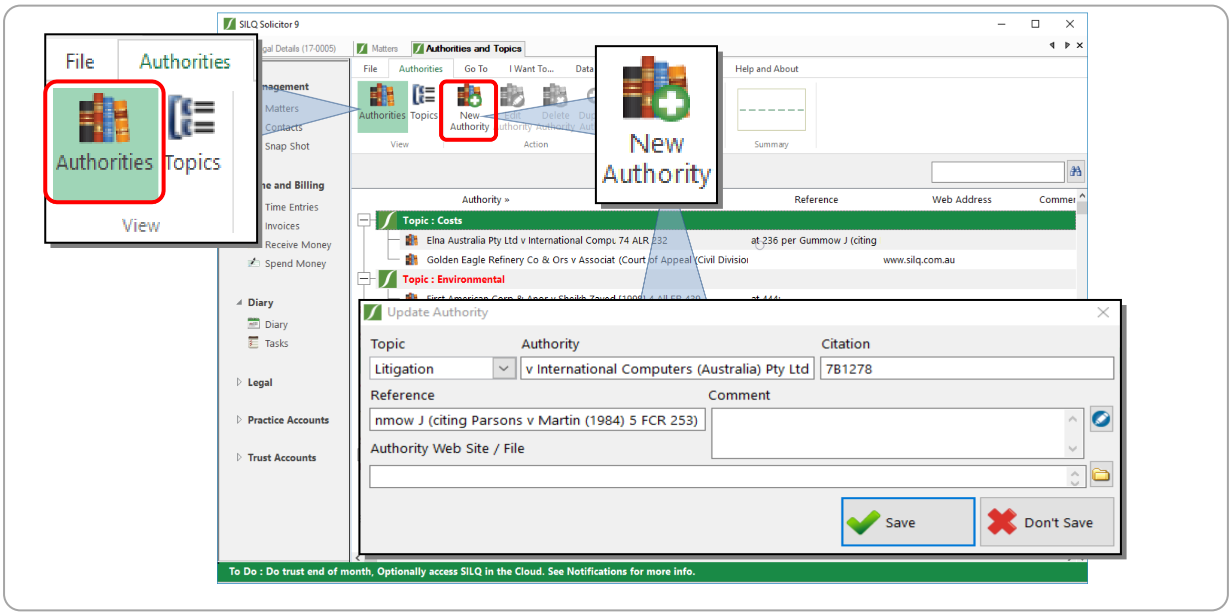
Editable Topic Fields

- **Topic Name:** Enter a name for the topic. It must be unique within the same parent topic
- **Topic Type:** Select whether it is a head topic (if not a sub topic) or if it is a sub topic of another topic
- **Parent Topic:** If it is a sub topic, select which topic it is a sub topic of.

NB: If you want to enter sub topics, you first need to enter Head Topics and then afterwards create sub topics of those Head Topics.

Next click **Save**. Repeat this process until you have set up all your topics and sub topics.

Authorities Tab



After you have set up your topics, you can now start entering your authorities that will sit under these topics.

To do this, click on the Authorities tab on the top left-hand side of the **Authorities and Topics** window.

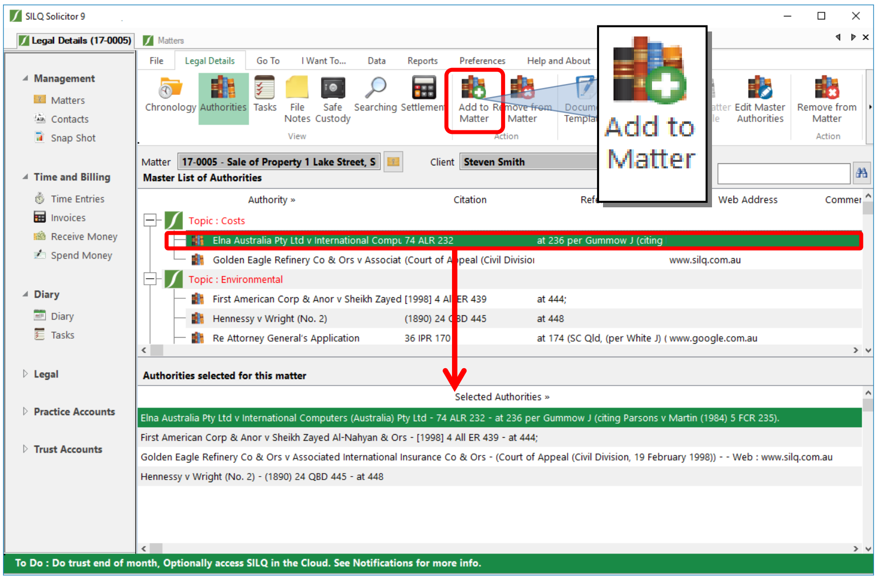
Next click on the **New Authority** button on the top toolbar. The Update Authority window will appear.

Authority Fields

The fields at the bottom of the window become available upon choosing Edit Authority.

- **Topic:** Select the topic that you want the authority to be filed under
- **Authority:** This is the name of the authority
- **Citation:** This is the source for the authority
- **Reference:** If needed there may be a reference such as a page number for the authority
- **Comment:** This allows you to make any comments about the authority, such as why it is relevant to particular cases
- **Authority Web Site/File:** You can enter either a web address or a file on your hard drive so that you can get back to it later. In the case of a web page simply copy the address from your browser and paste it here. Then select the Open Web Site/File button to return to it

Next click **Save**. Repeat this process until you have set up your master list of authorities.



Once you have created your master list of authorities, you can now navigate back to the Legal Details window for the matter where you want to add authorities. Refer to page 9 to see how to do this.

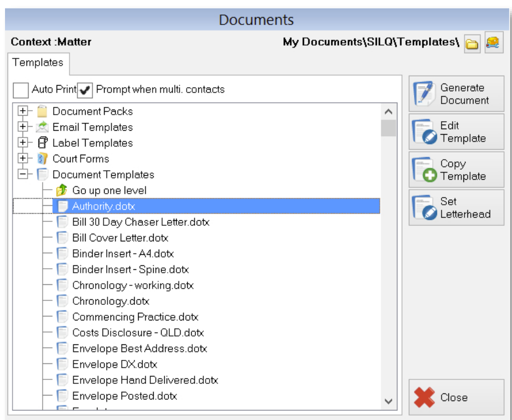
Click on the **Authorities** tab once you are in the Legal details window and you will see your **Master List of Authorities** on the first half of the screen that you set up displayed in a list.

On the second half of the screen you will see the heading **Authorities selected for this matter.** These will be the authorities that you have chosen from the master authority to attach to this matter.

To add authorities to the matter, first click once on the authority in the master list, and then click on the **Add to Matter** button on the top toolbar menu. In the example above, the Garlington Matter has been selected, and there are five Authorities attached to it. It will appear in the list in the bottom half of the screen.

3.2 Generating a printed Authority List

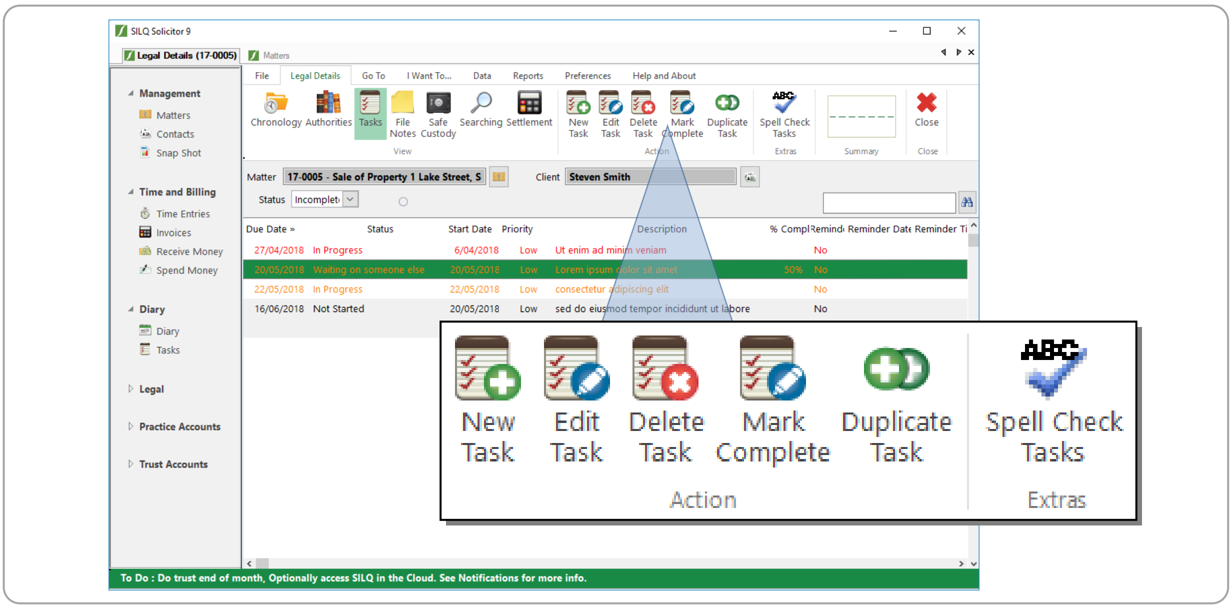
When you have completed adding authorities to your matter, you can generate an authority list by selecting the **Document Templates** button on the right hand side toolbar and then on the **Authority** Template. Refer to page 8 to see a screen shot.



Once you have clicked on the template you want to generate, click on the **Generate Document** button.

SILQ will then open up your document in Microsoft Word with your selected Authorities. The **Authority** Document prints out in a legible format that is useful if needed for presentations in court or with clients.

4. Tasks



The next tab in the Legal Details window is Tasks.

The Tasks Window allows you to manage all tasks for a matter. SILQ can remind you when a task is due so that you don't forget it. Tasks can have reminders set for them so you are prompted as they become due.

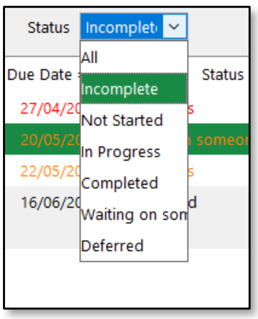
The functionality of SILQ Tasks works very similarly to other PC based task lists such as Outlook.

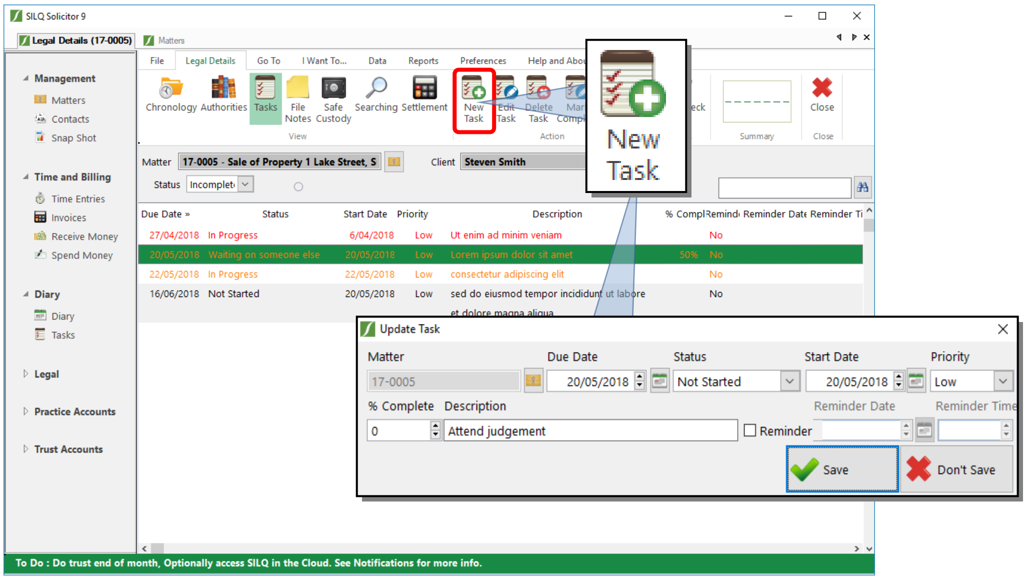
Tasks Top Toolbar Buttons

- **New Task – Matter:** This allows you to create a new task for a specific matter. It will prompt you to select which matter it belongs to.
- **New Task – General:** This allows you to create a task that does not belong to a specific matter.
- **Edit Task:** This allows you to make changes to the selected task
- **Delete Task:** This allows you to delete the selected task.

Within the tasks tab you have several different display options:

- **Status:** Allows you to show tasks by their status such as All, Incomplete, Completed etc





To add a new task click on the **New Task** button on the top toolbar. The Update Task window will appear ready for you to enter your task information

Task Fields

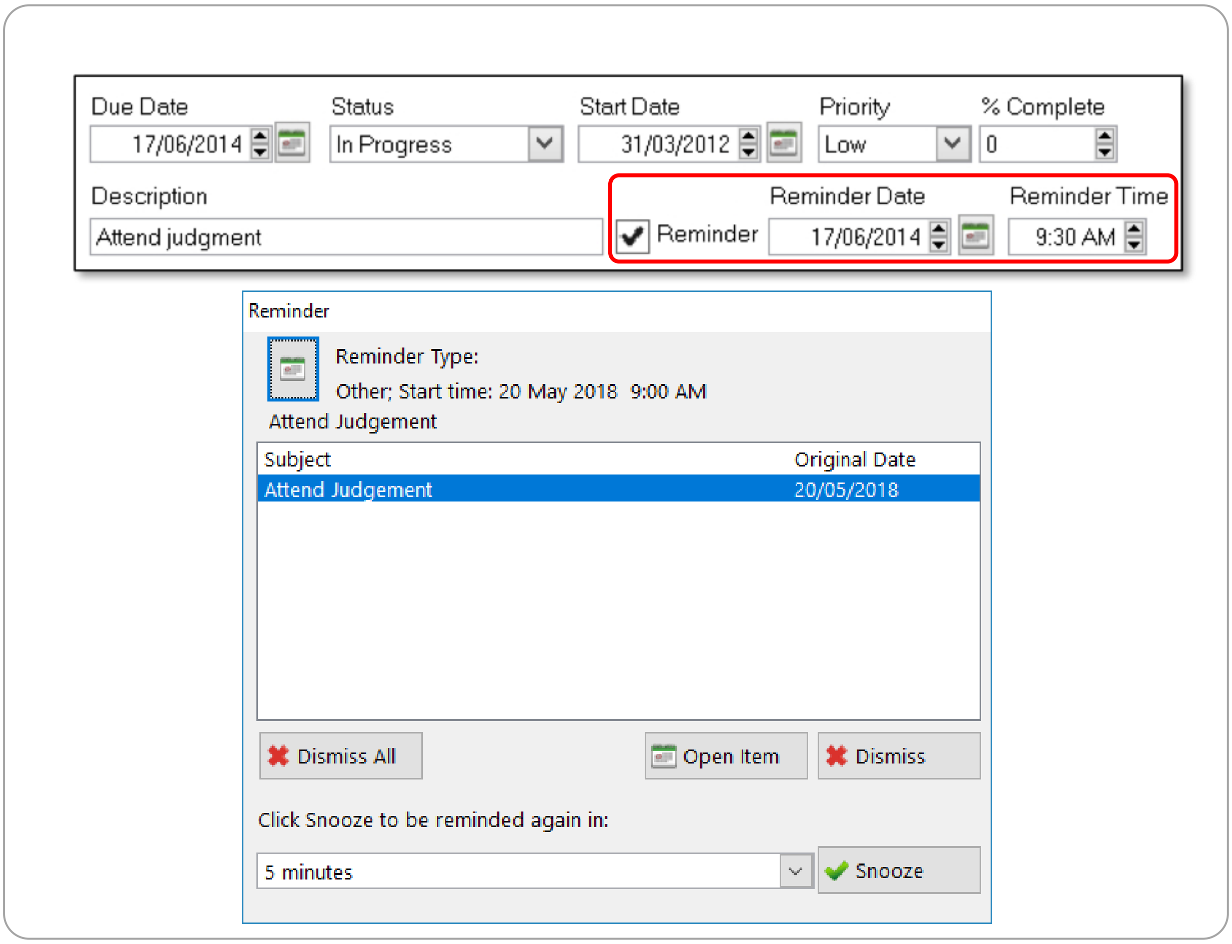
Due Date: The date the task is due to be completed
Status: What the status of the tasks is
Start Date: The date the task was started
Priority: What priority has been attached to this task
% Complete: How much of the work has been completed
Description: A description of the task
Reminder: If you want to be reminded about the task, check this box
Reminder Date: Enter the date that you want to be reminded about the task
Reminder Time: Enter the time of day that you want to be reminded about the task

Once you have entered all the information for the task, click on the **Save** button to save your task.

In a tasks list, tasks can be highlighted in different colours, below is a description of what these colours mean:

Orange: The task is due in the next 7 days
Red: The task overdue
Black: Completed

Reminders

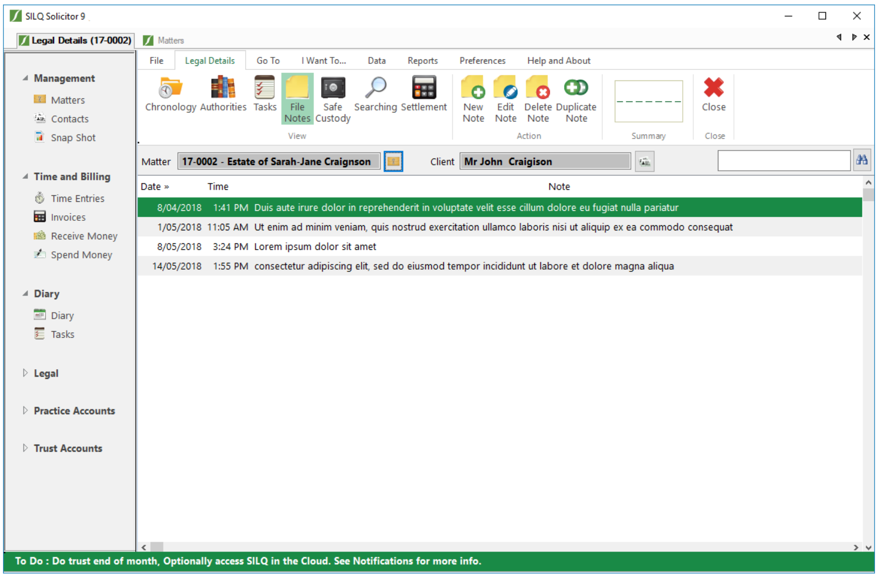


Just like most calendars, SILQ has the capacity to remind you of tasks and diary appointments. And just like a diary, or even an alarm clock, you can snooze or reset the reminders at your own convenience.

In order to set a reminder, when you are entering a task into SILQ, click on the **Reminder** tick box, and type in a **Reminder Date** and **Reminder Time**.

Reminders will pop up on any screen you are currently working on, regardless of Matter details. Refer to the example screen shot above.

5. File Notes

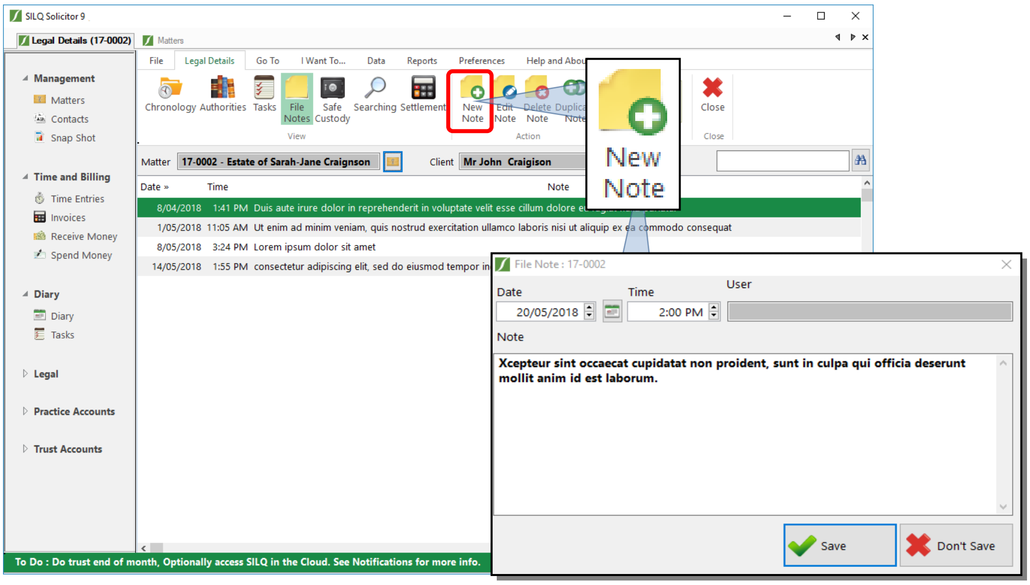


The next tab in the Legal Details window is File Notes.

The File Notes Window allows you to manage any file notes for that matter. Notes are any note that you want to make for a matter. You can think of a File Note as an on screen post-it note.

File Notes Top Toolbar buttons:

- **New Note:** This allows you to create a new note for a specific matter
- **Edit Note:** This allows you to make changes to the selected note
- **Delete Note:** This allows you to delete the selected note



To add a new File Note click on the **New Note** button on the top toolbar. The new File Note window will appear ready for you to enter your note information.

Note Fields

- **Date:** Enter the date of the note
- **Time:** Enter the time of the note
- **Note:** Enter a description for the note

Once you have entered all the information for the note, click on the **Save** button to save your note.

6. Safe Custody

Overview
• SILQ Solicitor gives you the option to record and store information about non-financial records and documents that need to be kept on file and referred to. The Safe Custody feature allows you to view and edit records as well as name the places where the items are kept. It also has a 'borrow, return and check-out' feature, just like a library. • You can also create hyperlinks to soft copy documents that are stored on your hard drive.

The next tab in the Legal Details window is **Safe Custody**.

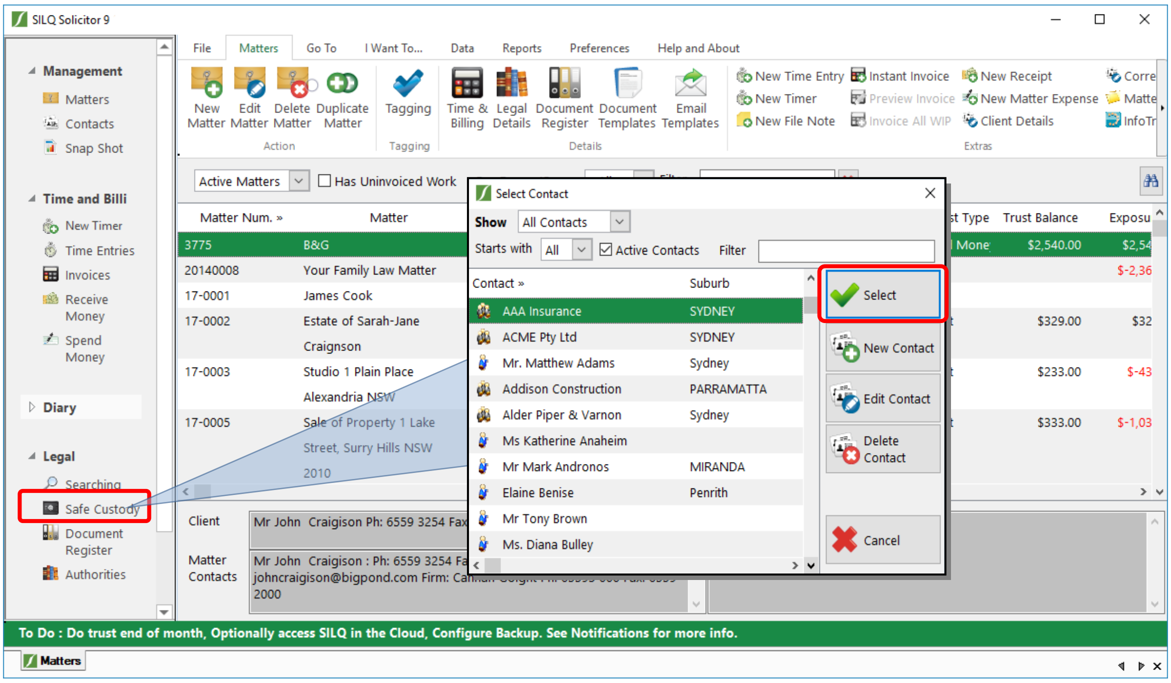
The Safe Custody feature allows you to store and categorise many kind of non-financial documents. They include many items such as:

- Wills and Codicils
- ABN and Company Registration Forms
- Births/Deaths and Marriage Certificates
- Certificate of Title

Customising your Safe Custody Locations

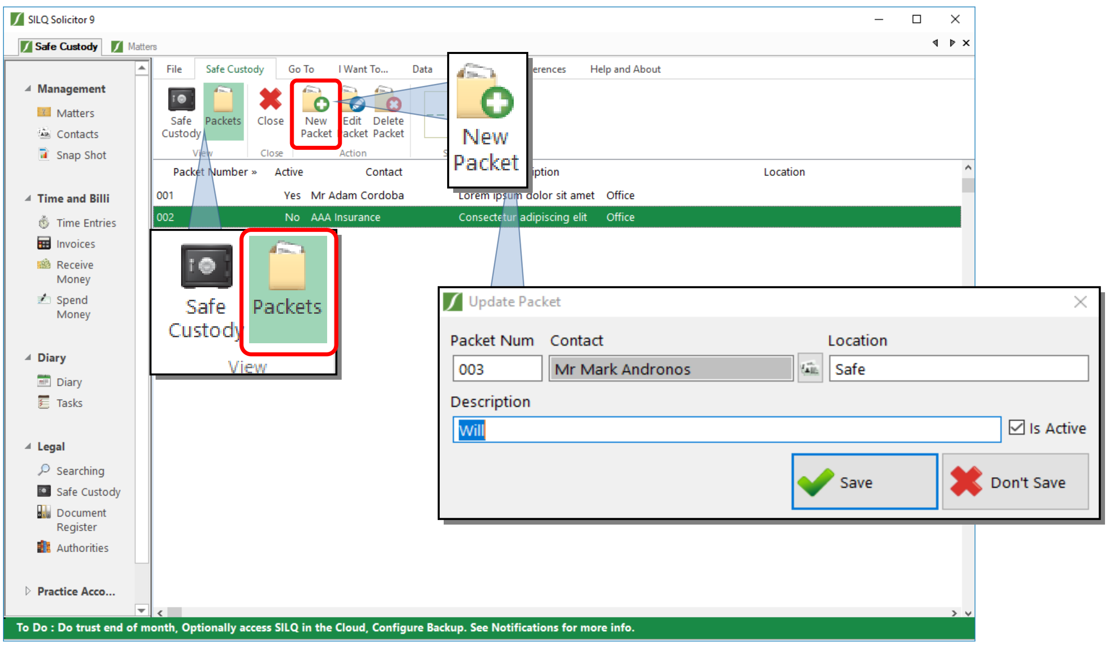
Before you can start adding a Safe Custody item, the first thing needed is to enter Safe Custody Packets names into SILQ for a particular client or matter.

To enter a Packet name for a client or matter, you need to access the main Safe Custody window. **NB: Packets cannot be set up from the Safe Custody tab in the Legal details area.**



To access the main Safe Custody window, click on the **Safe Custody** button in the left navigation toolbar or from the view menu.

Next the **Select Contact** window will open up. You can click on **Cancel** to dismiss this window if you want to view the items for all contacts. If you want to view the items for just one contact, click on their name and then click on the **Select** button.



You will now be on the main Safe Custody window. To enter a Packet, click on the **Packets** tab on the top left hand side of the main window.

Next click on **New Packet** in the top toolbar. The Update Packer window will appear ready for you to enter your packet information.

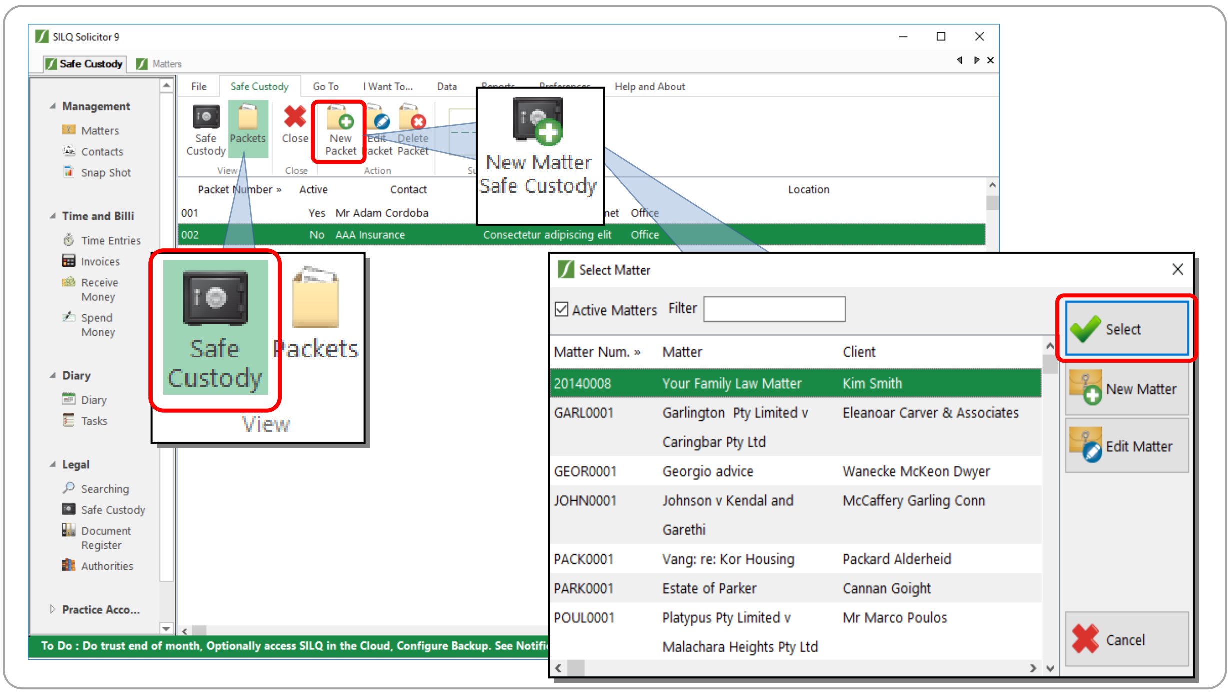
Packet Fields

- **Packet Num:** Enter the number of the packet you are setting up
- **Contact:** Select a contact who own the contents of this packet
- **Location:** Enter where this packet will be located. Eg. Safe
- **Description**: Type in what items are contained in the packet**. Eg.** Will

Once you have entered all the information, click on the **Save** button.

There are two ways to enter a Safe Custody item You can stay in the main Safe Custody window and enter the item there, or you can navigate back to the **Legal Detail** window for the matter you want to add a safe custody item to, and enter it there.

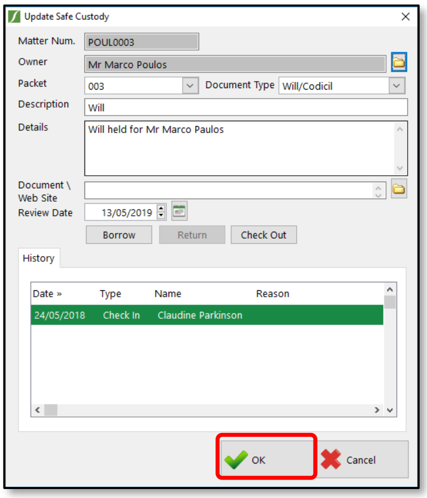
6.1 Adding a safe Custody Item in the main Safe Custody window



After you have added a packet for the safe custody item, click on the Safe Custody tab on the top left-hand side of the main safe custody Window.

Next click on the **New Safe Custody** button in the top toolbar. You will get a dropdown menu asking whether it's a Client item or a Matter item. Select Client if it's not attached to a matter, otherwise select Matter.

In the example above **Matter Item** has been selected. The **Select Matter** window will open up. Click on the matter to associate the safe Custody item to, and then click on the select button.



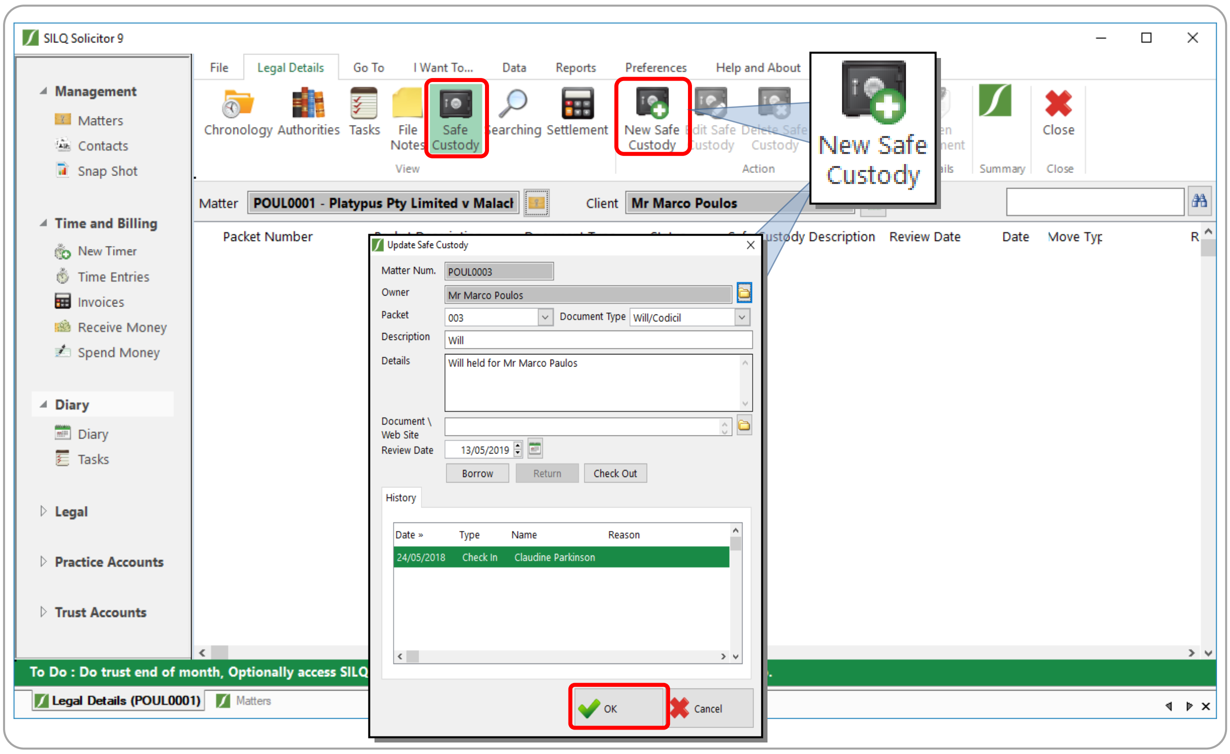
The **Update Safe Custody** window will open up. Here is where you enter the details of the safe custody item.

Field Descriptions:

Owner: This will be pre populated, but you can select a different owner.
Packet: Choose the Safe Custody Packet from the drop down menu
Document Type: There are a number of pre populated options from the drop down menu
Description: This mandatory field is where a description of the item is entered
Details: Complete as much detail as possible
Document/Website: Enter if applicable or if document is a scanned copy; include the hyperlink to its location
Review Date: Enter a date that the safe custody item should be reviewed

Once you have entered all the information, click on the **OK** button on the bottom right-hand side of the window to save the safe Custody item.

6.2 Adding a safe Custody Item from the Legal details window

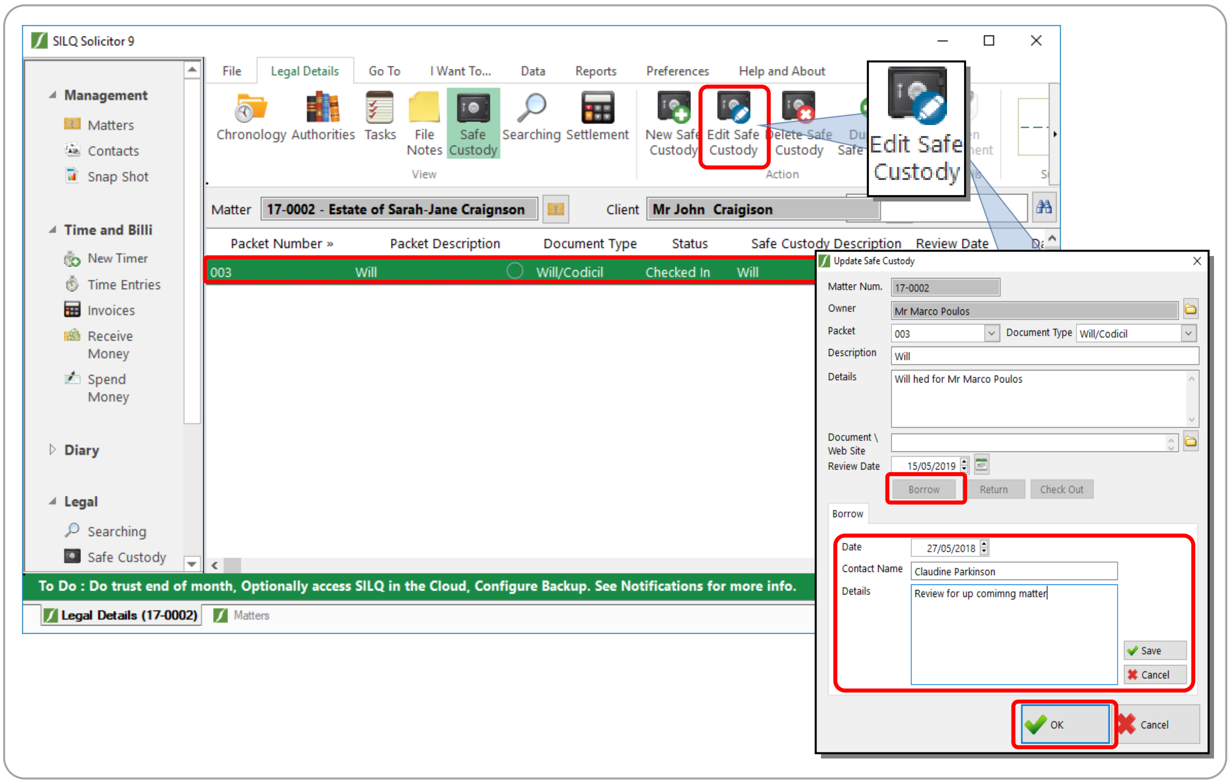


To add a safe custody item in the Legal Details window within a particular matter, you will first need to create a packet for the item. To see how to do this, refer to page 21.

Once you have created the Packet, within the Legal details window for a particular matter, click on the **Safe Custody** tab. You can then click on the New Safe Custody button in the top toolbar. The **Update Safe Custody** window will open up. Refer to page 23 to see how to fill this in.

Once you have entered all the information, click on the **OK** button on the bottom right-hand side of the window to save the safe Custody item.

6.3 Borrowing and Returning a Safe Custody item



If a Safe Custody item is often removed from it's location and different people need to access the document, there is a borrowing and returning feature within the **Update Safe Custody** window that will allow everyone in your firm to track who has borrowed the item and then when they have returned it.

To borrow and return an item, click on the Safe Custody item and then in the top toolbar menu click on **Edit Safe Custody**.

The **Update Safe Custody** window will open up. Click on the **Borrow** button when you remove the document from its location. You will then have the opportunity to enter the date borrowed, your name, and any details as to why the Safe Custody item is being borrowed.

Then click on the small **Save** button to record that you have borrowed the item.

The History tab within the **Update Safe Custody** window will register that you have borrowed the item. You now click on the **OK** button, to save this record.

To return the item, click on the Safe Custody item and then in the right-hand side toolbar menu click on **Edit Safe Custody**. Click on the **Return** button which is next to the Borrow button and you will then have the opportunity to enter the date returned, your name, and any details regarding the return of the item.

Then click on the small **Save** button to record that you have returned the item.

The History tab within the **Update Safe Custody** window will register that you have returned the item.

You now click on the **OK** button, to save this record.

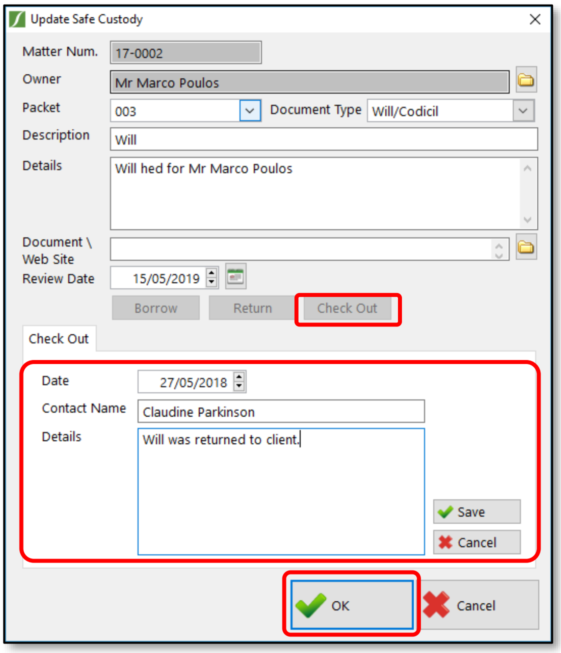
6.4 Checking Out a Safe Custody item

When the Safe Custody item is returned to the client, so it leaves your premises, you can mark the safe custody item as Checked Out.

To do this, click on the Safe Custody item and then in the right-hand side toolbar menu click on **Edit Safe Custody**. Click on the **Check Out** button which is next to the Return button and you will then have the opportunity to enter the date the item was returned to the client, your name, and any details regarding the Check Out of the item.

Then click on the small **Save** button to record that you have returned the item.

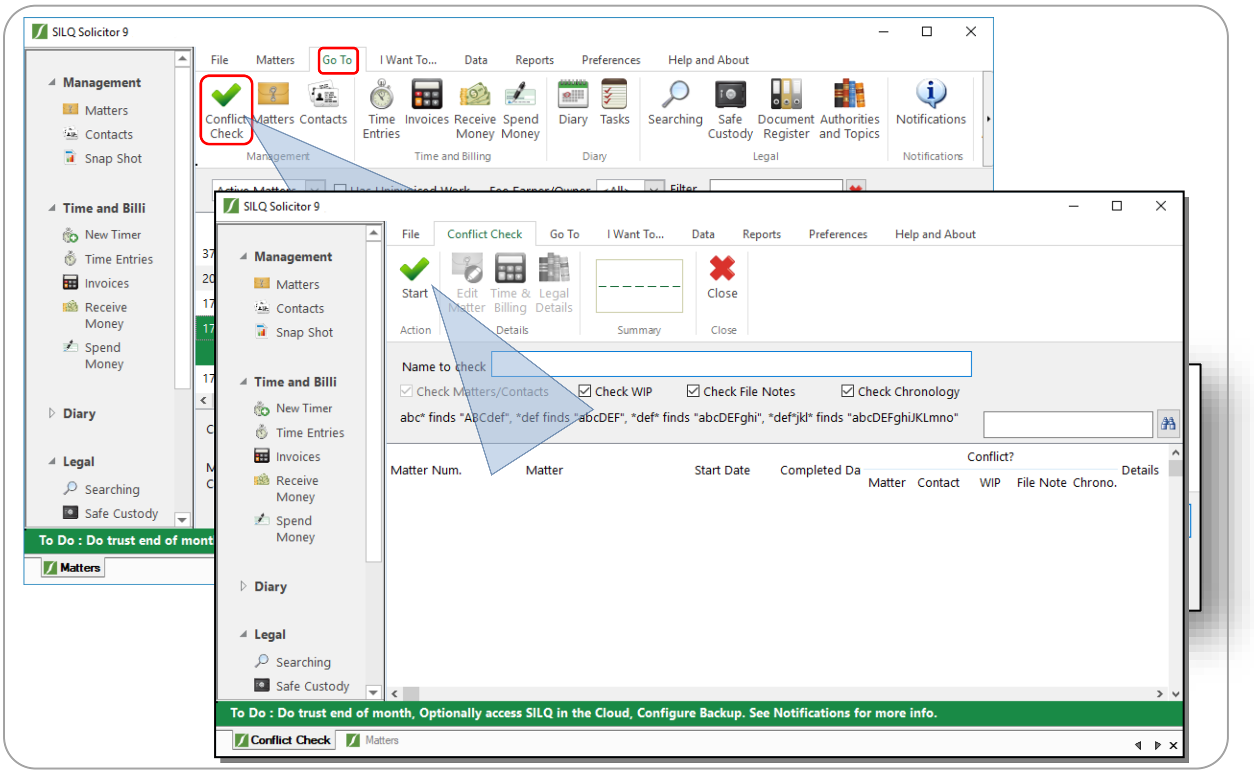
The History tab within the **Update Safe Custody** window will register that you have checked out the item.



You now click on the **OK** button, to save this record.

7. Conflict Check

Conflict Check allows you to check your Matters, Contacts, WIP, File Notes and Chronology to see if you have already dealt with a particular client in the past, or if you have dealt with a client that may have a conflict of interest.



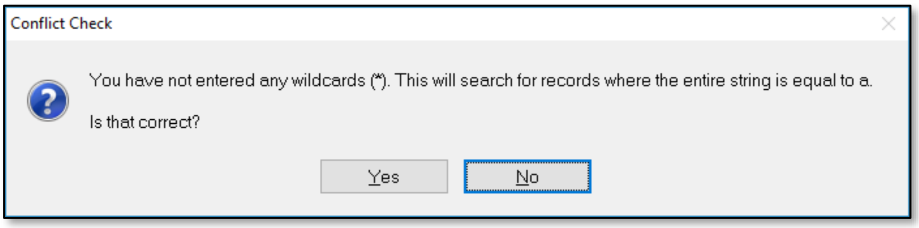
To access the conflict checker, from the matters screen, click on the **Go To** menu and then select **Conflict Check**.

The Conflict Check window will open up.

By default, the Conflict Checker will check Matters and Contacts. You also have the option of checking WIP, File Notes and Chronology. By default these options are ticked. You can untick them if you don't want SILQ to search these sections.

To check to see if there is Conflict you can perform a search by typing in the **Name to check** field and then clicking on **Start**.

If you just type a name into this field and click on the **Start** button, SILQ will give you the following message:



What this means is that the name you have typed in is exactly what SILQ will search for. So if the name is contained within a sentence or title, it wont find it. For example, if you wanted to search for the matter: "**Estate of Adam Johnson",** and you just typed in **"Johnson",** it wont find this matter as it's specifically looking for a matter that is just titled **"Johnson."**

So what you can do is use an **'*'** as wildcard to assist you in finding all matters etc with a particular name or word in it.

So using our example of "**Estate of Adam Johnson"**, the '*' can be used in the following ways:

son* - Putting an '*' at the end of the name or word will find any word ending in those letters. Eg. John**son**.

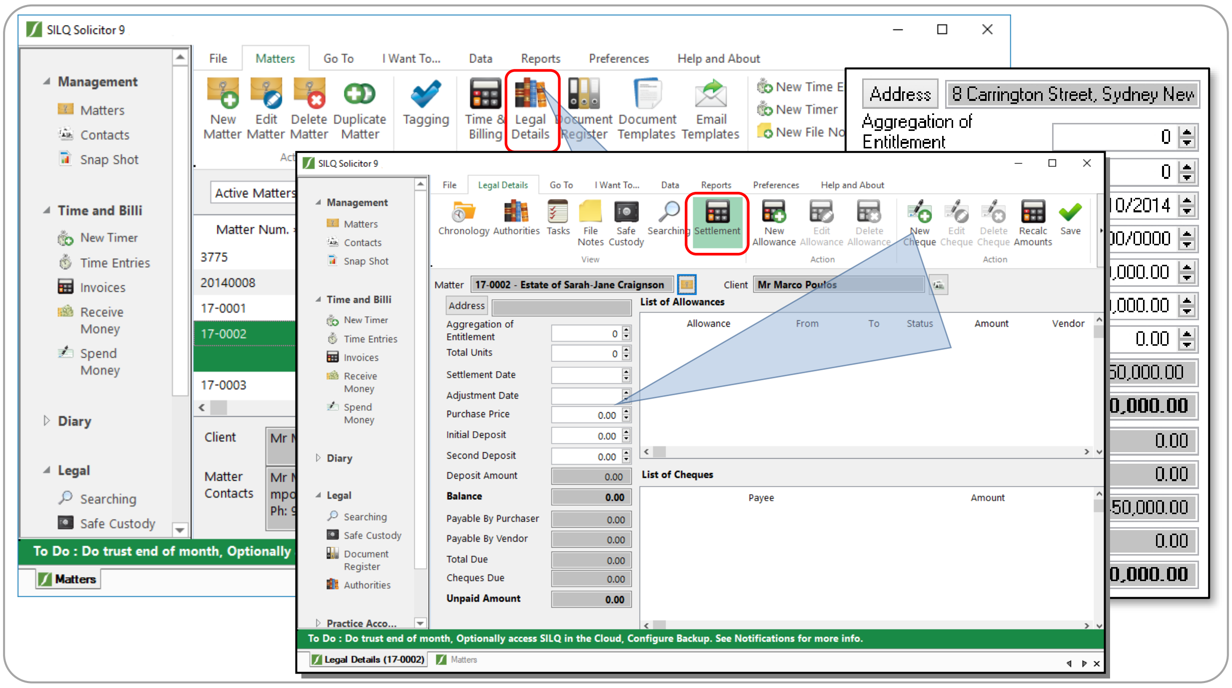
John - Putting an '' at the beginning of the name or word will find a string of text starting with that name. Eg. **John**son.

John - Putting an '*' at the beginning and end of a name or word will find any string of text or words containing those letters.

*John*Smith* - Putting an '*' at the beginning, middle and end of a name or word will find any string of text or words containing those letters.

8. Settlement Calculator

The Settlement Calculator can assist you in working out a final property settlement amount for a conveyance matter you are working on. You can enter all the outstanding allowance amounts prior to settlement, and then the calculator will give you the final settlement figure.



To access the settlement calculator, from the Matters window click to select the matter and then click on the **Legal Details** button on the top toolbar.

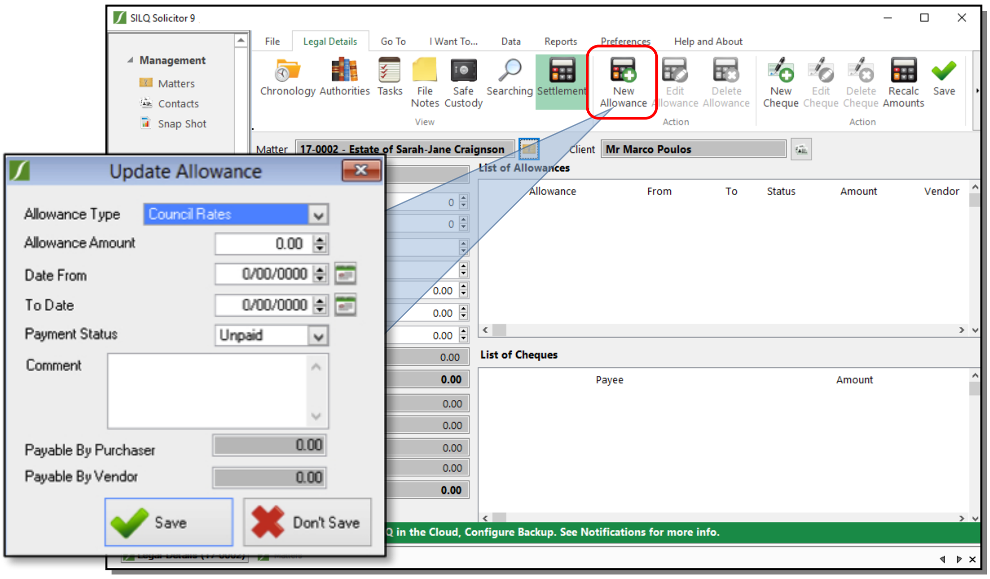
The Legal Details window will open up. Click on the **Settlement** tab to access the calculator.

In the left hand column of the Settlement Calculator window, if you haven't already entered the address of the property when you set up the matter, click on the **Address** button, which will open up the **Matter Address** window and allow you to enter the address details. Once these details are entered click on the **Close** button.
The address will automatically be entered against the matter.

If the property is a unit and body corporate expenses are to be divided amongst lot owners, then you can enter the total number of units (Lots) into the **Total Units** field and then depending on the Total Units, enter the corresponding Aggregate Entitlement for the property into the **Aggregation of Entitlement** field.

Next enter the **Settlement Date**, the **Purchase Price** and the **Initial Deposit** into the relevant fields. The **Balance** and **Unpaid Amount** fields will automatically be filled in.

NB: If you need to update the details of the settlement in any of the fields in the left-hand column, you will have to click on the **Save** button in the top toolbar to update the change in the database.



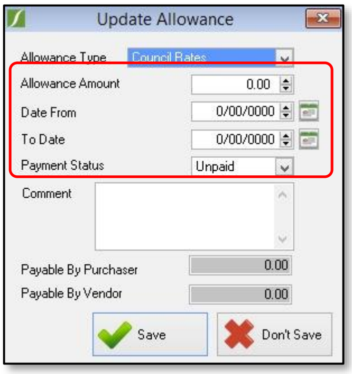
The next step is to start adding allowances, which will allow you to calculate the final settlement amount.

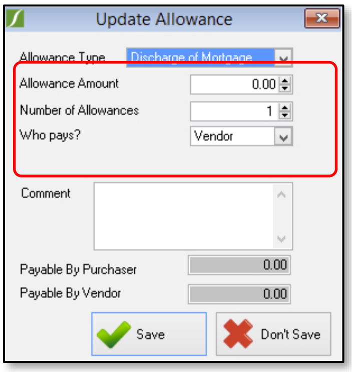
To do this click on the **New Allowance** button on the top toolbar menu.

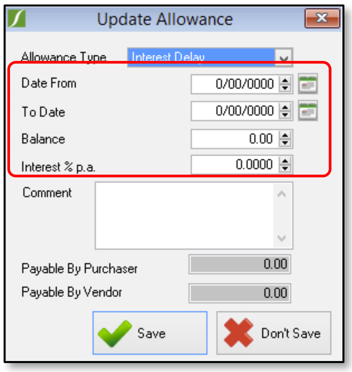
The **Update Allowance** window will open up. From the drop down menu select the type of allowance and then fill in all the relevant fields and click on the **Save** button.

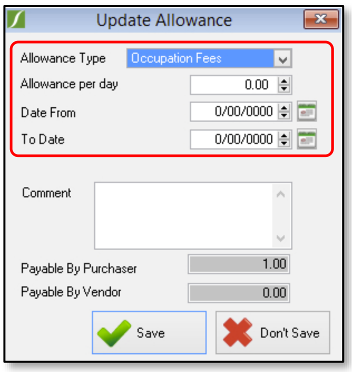
Repeat this process to add in all the allowances prior to settlement.

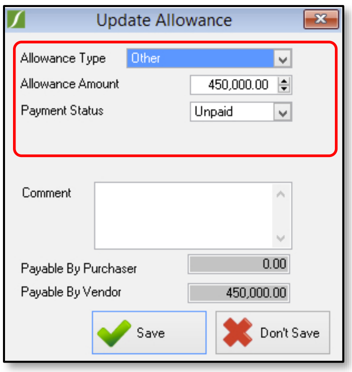
Depending on the allowance type, the fields you need to fill in will change. There are 6 different field combinations. Refer to the screen shots below to see each one.

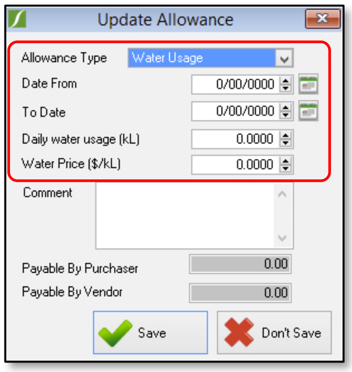




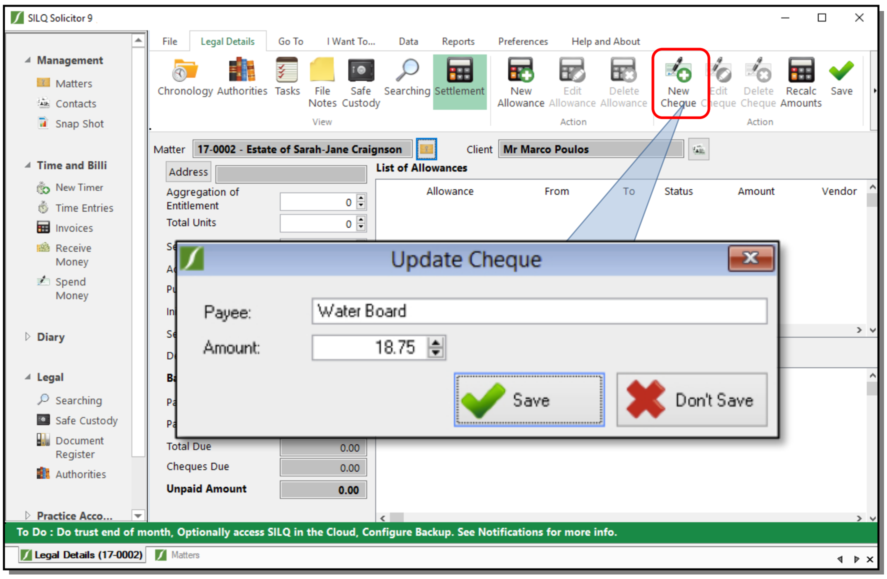








If you need to edit an allowance entry, click on it and then click on the **Edit Allowance** button in the top toolbar. After you have edited and saved the entry, you will then need to click on the **Recalc Amounts** button in the top toolbar to update the figures.



On the top toolbar there is the **New Cheque** button. Clicking on this button will open up the Update Cheque window, which will allow you to enter in the details of each cheque including whom the Payee is and the amount.

After all the allowance and cheque details have been entered, you can click on the Documents button in the right-hand side toolbar menu and generate the **Settlement Statement** template which will list all the details of the property settlement as well as the cheque details.

Diana Parkinson & Associates

169 Phillip St , Sydney NSW 2000
TEL : (02) 8257 2000 FAX : (02) 9221 8000 DX 189 Sydney

1 July 2014

Ms Carrie Ravington
Alder Piper & Varnon
DX 200 SYDNEY

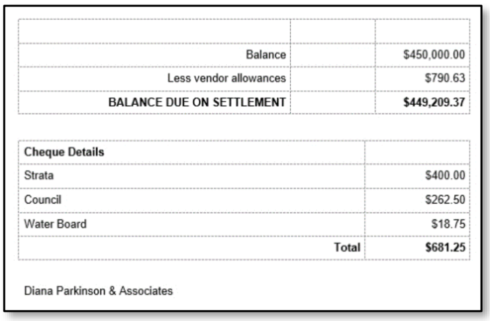
Matter Id : POUL0003

Ref: CR: 5698

Property Settlement : Five Star Hotels

Settlement at : 10/11/2014
Adjustments as at : / /

Purchase Price		$500,000.00
Less Deposit		$50,000.00
Balance		$450,000.00
Less Vendor Allowances		
Council Rates $700.00 adjusted as Unpaid for 20/10/2014 to 20/11/2014 Vendor allows 22 days for 20/10/2014 to 10/11/2014	$481.25	
Strata Levies $400.00 adjusted as Unpaid for 20/10/2014 to 20/11/2014 Vendor allows 22 days for 20/10/2014 to 10/11/2014	$275.00	
Water Rates $50.00 adjusted as Unpaid for 20/10/2014 to 20/11/2014 Vendor allows 22 days for 20/10/2014 to 10/11/2014	$34.38	
Total vendor allowances	$790.63	



Balance		$450,000.00
Less vendor allowances		$790.63
BALANCE DUE ON SETTLEMENT		**$449,209.37**

Cheque Details	
Strata	$400.00
Council	$262.50
Water Board	$18.75
Total	**$681.25**

Diana Parkinson & Associates