

How to Create a Client Matter

IOLTA One™

www.marathon-records.com

A complete IOLTA / R.E. Escrow resource for the solo and small firm



IOLTA bookkeeping rules and ALTA best practices require (1) a client identifier after every transaction in the main register and (2) the lawyer must have an individual client ledger for each client matter.

To comply with the rules described above, the user must first create a client/matter identifier for use in every transaction. The application then inputs the client matter for every transaction and automatically sorts the main register into individual client ledgers.

Added Benefit: The application collects contact information for each client/matter to provide easy reference for future use.



If the client/matter identifier is for a **new client**, enter information by following these steps.

If the client/matter identifier is for an **existing client**, skip to step #4

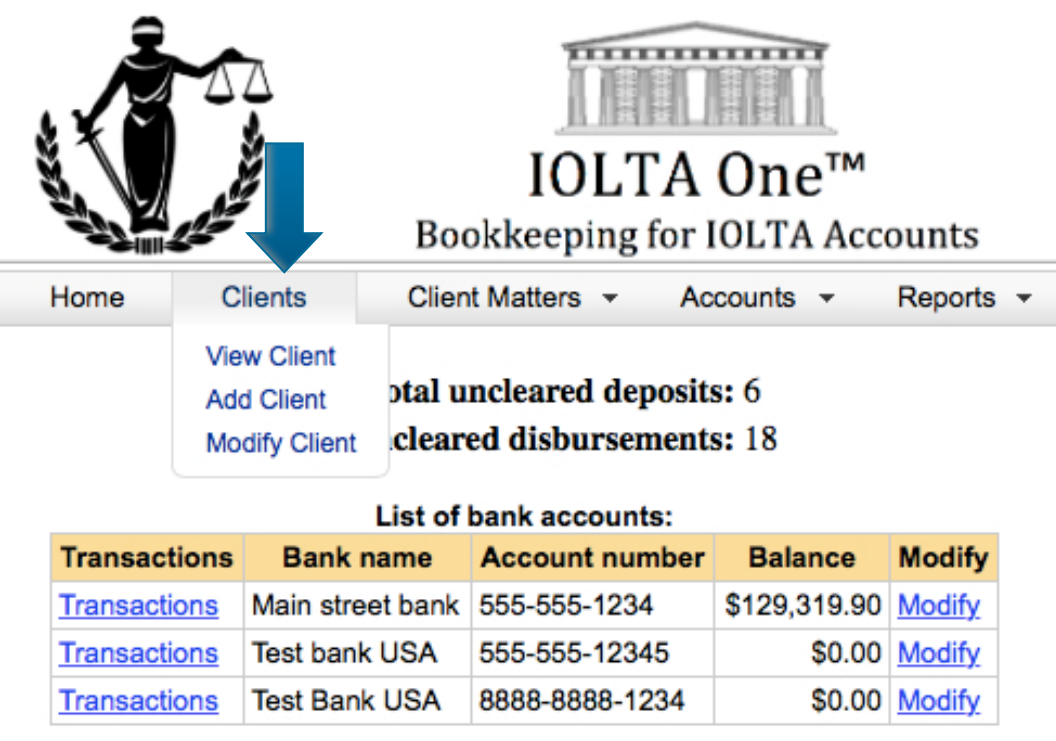
- Step#1: Select “Clients” from the menu bar
- Step #2: Select “Add Client” from the drop-down menu
- Step #3: Complete the form providing all client contact information Click “Submit”
- A new client record with all relevant contact information has now been created for easy reference



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- Step 1: Select “Clients” on the menu bar



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Bookkeeping for IOLTA Accounts

Home **Clients** Client Matters ▾ Accounts ▾ Reports ▾

- View Client
- Add Client
- Modify Client

total uncleared deposits: 6
uncleared disbursements: 18

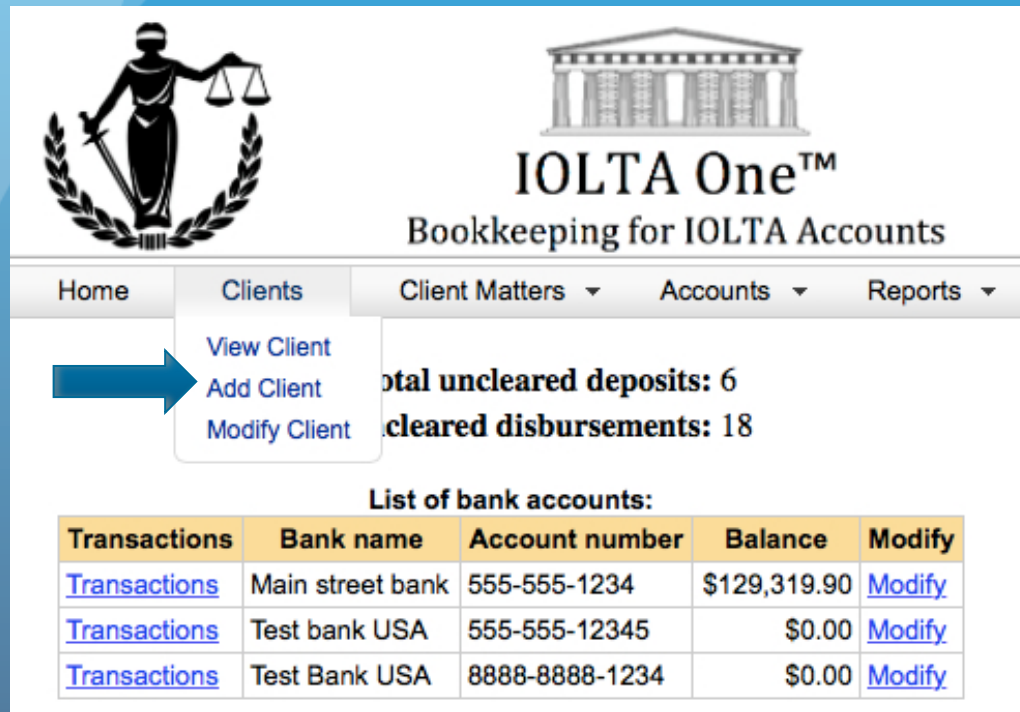
List of bank accounts:

Transactions	Bank name	Account number	Balance	Modify
Transactions	Main street bank	555-555-1234	\$129,319.90	Modify
Transactions	Test bank USA	555-555-12345	\$0.00	Modify
Transactions	Test Bank USA	8888-8888-1234	\$0.00	Modify

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- Step 2: Select “Add Client” from drop-down menu



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Bookkeeping for IOLTA Accounts

Home Clients Client Matters Accounts Reports

View Client
Add Client
Modify Client

Total uncleared deposits: 6
Total cleared disbursements: 18

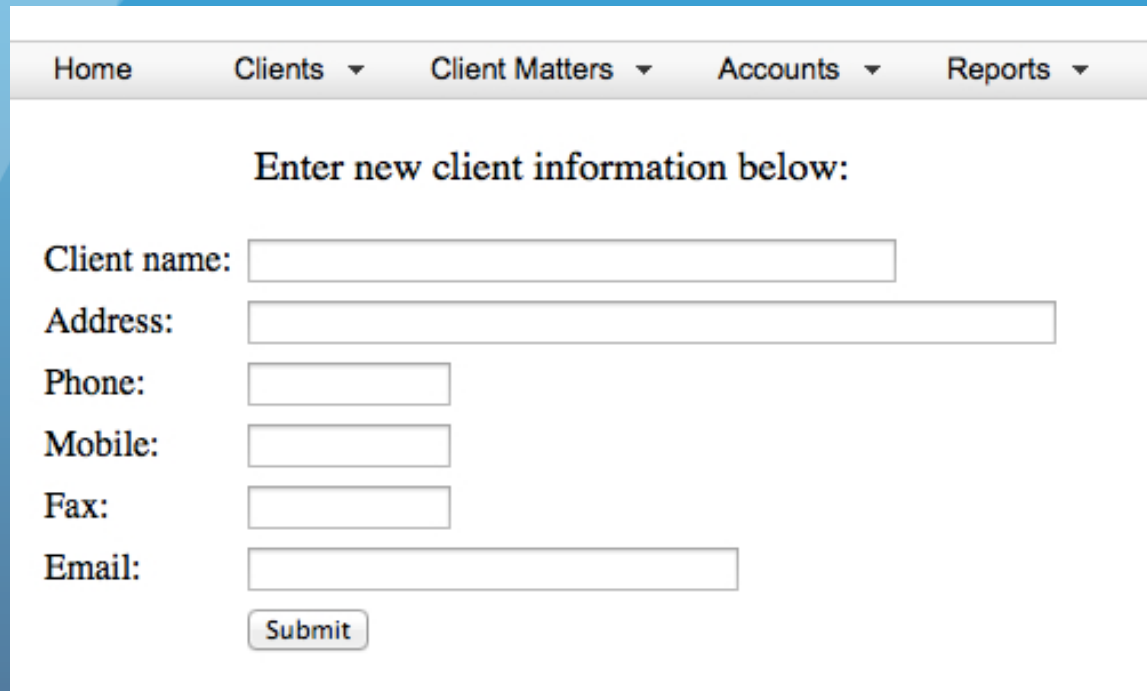
List of bank accounts:

Transactions	Bank name	Account number	Balance	Modify
Transactions	Main street bank	555-555-1234	\$129,319.90	Modify
Transactions	Test bank USA	555-555-12345	\$0.00	Modify
Transactions	Test Bank USA	8888-8888-1234	\$0.00	Modify

How to create a client matter

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- Step 3: Complete the form with the new client's contact information then click "Submit"



The screenshot displays a web application interface for creating a new client matter. At the top, there is a navigation menu with the following items: Home, Clients (with a dropdown arrow), Client Matters (with a dropdown arrow), Accounts (with a dropdown arrow), and Reports (with a dropdown arrow). Below the navigation menu, the main content area is titled "Enter new client information below:". The form consists of several input fields: "Client name:" (a single-line text box), "Address:" (a multi-line text box), "Phone:" (a single-line text box), "Mobile:" (a single-line text box), "Fax:" (a single-line text box), and "Email:" (a single-line text box). At the bottom of the form, there is a "Submit" button.

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- Once a client has been created the user needs to create a client matter
- IOLTA Rules and ALTA best practices require an individual ledger for each client matter
 - A lawyer may handle multiple cases / transactions for a single client, but the funds for each case / transaction need to be tracked separately
- Many lawyers do not like to print a client's name in their ledgers – the client matter identifier is what will appear in all IOLTA One registers, ledgers, and reports



How to create a client matter:

Part II / Steps 4 - 7

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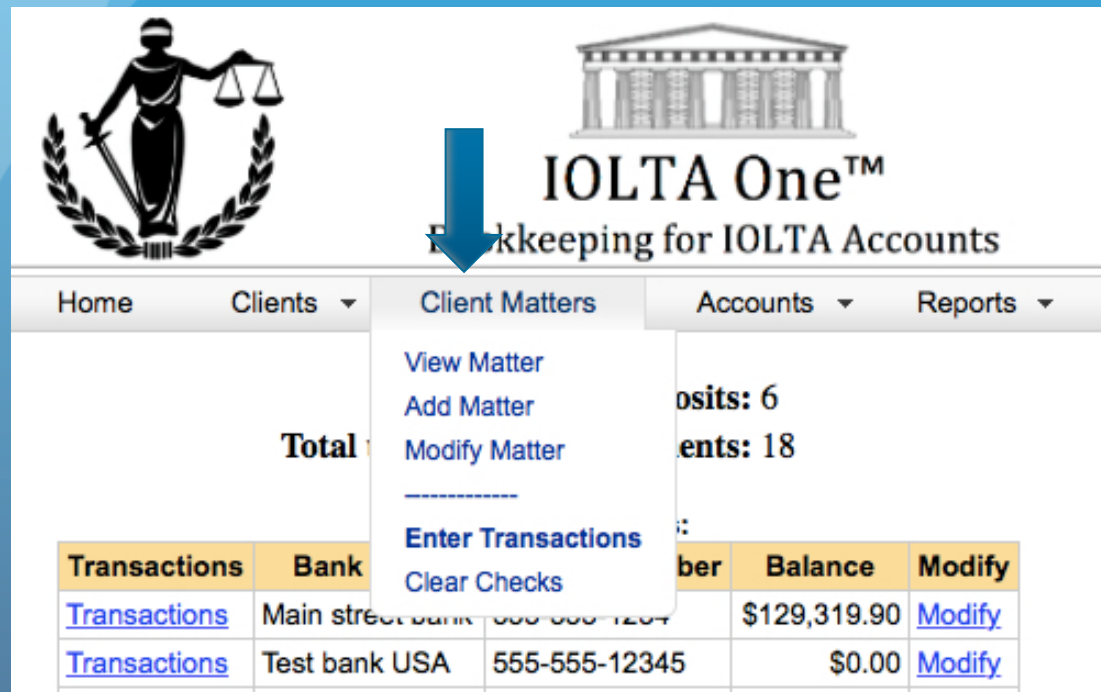
- Step 4: Select “Client Matters” on the menu bar
- Step 5: Select “Add Matter” from the drop down menu
- Step 6: Type in a name for the client matter
- Step 7: Select the client from the drop down box and click “submit”



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- Step 4: Select “Client Matters” on the menu bar



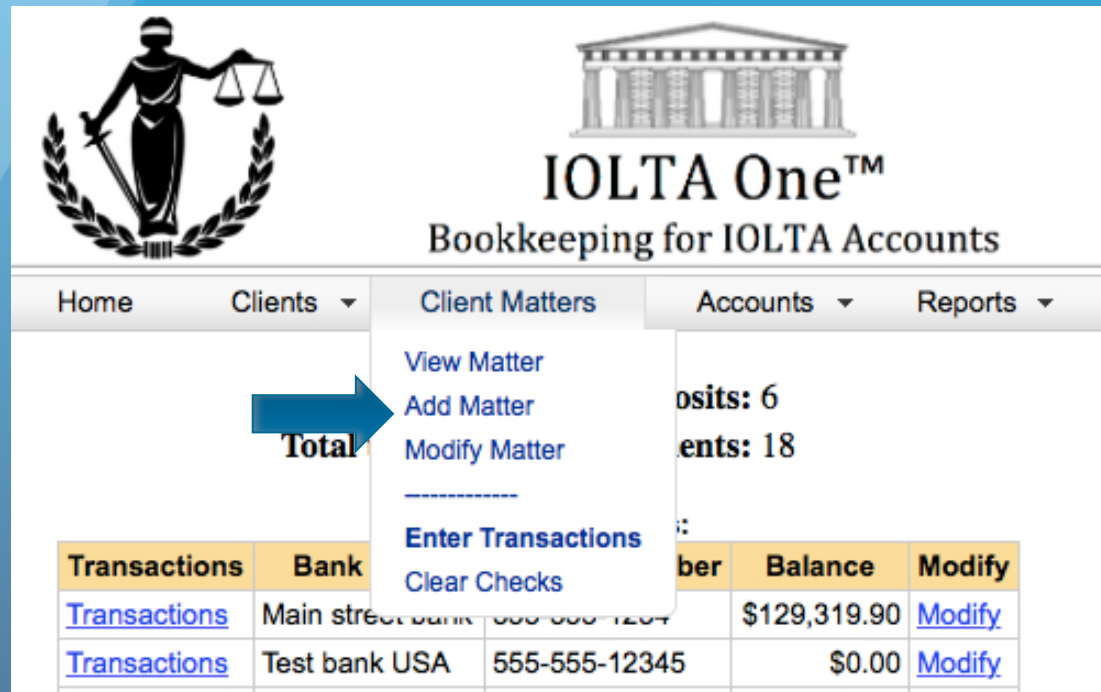
The screenshot displays the IOLTA One software interface. At the top left is a logo of a woman with scales of justice. To the right is a logo of a classical building with columns, with the text "IOLTA One™" and "Bookkeeping for IOLTA Accounts" below it. A large blue arrow points down from the building logo to the "Client Matters" menu item. The menu bar includes "Home", "Clients", "Client Matters", "Accounts", and "Reports". The "Client Matters" dropdown menu is open, showing options: "View Matter", "Add Matter", "Modify Matter", "Enter Transactions", and "Clear Checks". Below the menu, there is a table with columns for "Transactions", "Bank", "Number", "Balance", and "Modify".

Transactions	Bank	Number	Balance	Modify
Transactions	Main street bank	555-555-1234	\$129,319.90	Modify
Transactions	Test bank USA	555-555-12345	\$0.00	Modify

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- Step 5: Select “Add Matter” from the drop down menu



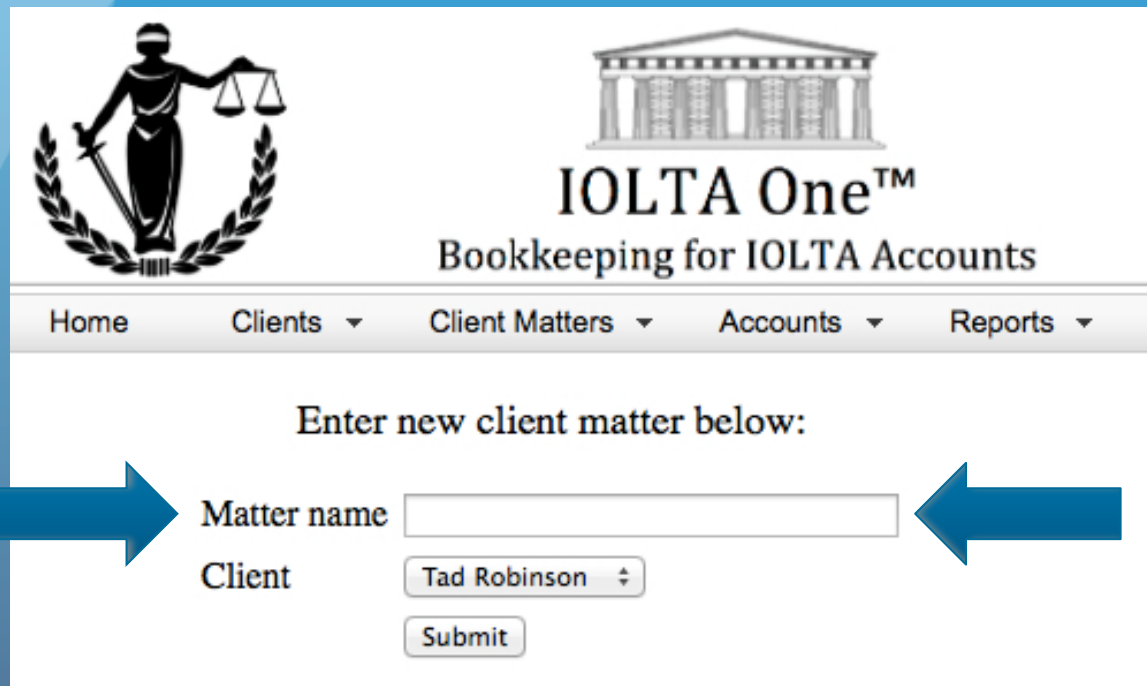
The screenshot displays the IOLTA One software interface. At the top, there is a logo of a woman with scales of justice and a classical building. Below the logo, the text reads "IOLTA One™ Bookkeeping for IOLTA Accounts". The navigation bar includes "Home", "Clients", "Client Matters", "Accounts", and "Reports". The "Client Matters" dropdown menu is open, showing options: "View Matter", "Add Matter", "Modify Matter", "Enter Transactions", and "Clear Checks". A blue arrow points to the "Add Matter" option. Below the menu, there is a table with columns for "Transactions", "Bank", "Number", "Balance", and "Modify".

Transactions	Bank	Number	Balance	Modify
Transactions	Main street bank	555-555-1234	\$129,319.90	Modify
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- Step 6: Type in a name for the client matter
 - A lawyer may use any system that consistently identifies the client matter: name, file #, docket #, transaction #, etc.



The screenshot displays the IOLTA One web application interface. At the top left is a logo of a person holding scales of justice. At the top center is a logo of a classical building with columns, with the text "IOLTA One™" and "Bookkeeping for IOLTA Accounts" below it. A navigation bar contains links for "Home", "Clients", "Client Matters", "Accounts", and "Reports". Below the navigation bar, the text "Enter new client matter below:" is centered. The form consists of a "Matter name" text input field, a "Client" dropdown menu currently showing "Tad Robinson", and a "Submit" button. Two large blue arrows point towards the "Matter name" input field from the left and right sides.

How to create a client matter

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- Step 7: Select the client (already entered steps 1 – 3) from the drop down box and click “submit”



The screenshot displays the IOLTA One web application interface. At the top, there is a navigation bar with the following items: Home, Clients (with a dropdown arrow), Client Matters (with a dropdown arrow), Accounts (with a dropdown arrow), and Reports (with a dropdown arrow). Below the navigation bar, the text "Enter new client matter below:" is centered. The form contains the following elements:

- Matter name:** A text input field.
- Client:** A dropdown menu with "Tad Robinson" selected.
- Submit:** A button.

Two blue arrows are overlaid on the form: one points to the "Matter name" input field, and another points to the "Submit" button.