

MARK YOUR CALENDAR

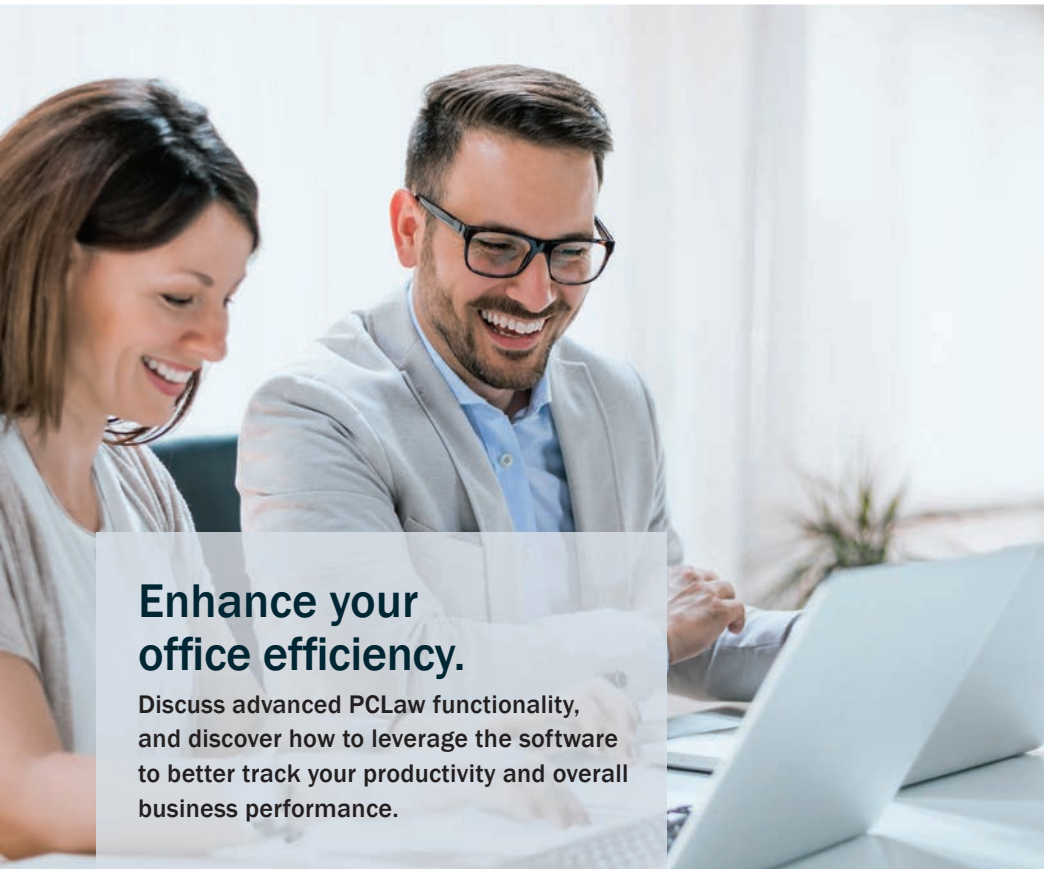
October 23, 2018 (Calgary)

October 30, 2018 (Edmonton)



Legal Education
Society of Alberta

PCLaw for Lawyers and Legal Support Staff



Enhance your office efficiency.

Discuss advanced PCLaw functionality, and discover how to leverage the software to better track your productivity and overall business performance.

Visit LESA.org for full program details and registration options.
Your lifelong partner in continuing legal excellence



OCT
23
2018

CALGARY

The Glenmore Inn
& Convention Centre
1000 Glenmore Court SE
9:00 AM-4:30 PM

OCT
30
2018

EDMONTON

Chateau Louis Hotel
& Conference Centre
11727 Kingsway NW
9:00 AM-4:30 PM



PROGRAM MATERIALS

Materials for this program will be provided to all registrants in
electronic format only and will be available for download in advance.

INSTRUCTOR

Carmen Gallant | Compu-Law Consulting & Accounting Services Ltd. | Calgary

Carmen Gallant is a Certified Independent Consultant (CIC) for LexisNexis/PCLaw. She has been a PCLaw instructor and trouble shooter for 30 years. She regularly assists clients with everything from start up to advanced training, trouble shooting, balancing accounts, and Law Society requirements. Her prior experience includes being an exclusive dealer for PCLaw in Alberta and Saskatchewan, working at a law firm for 5 years, and transitioning the law firm's accounting from manual books to PCLaw.

WHO SHOULD ATTEND

This program is intended for lawyers and legal support staff who have experience with PCLaw.

YOU MAY ALSO BE INTERESTED IN:

Tech Solutions for Busy Law Practices
Edmonton (September 18) | Calgary (September 19)

8th Annual Law & Practice Update
Calgary (October 5)

Alberta Legal Technology Conference
Edmonton (May 23 & 24)

Visit [LESA.org](https://www.lesa.org)
for registration
details.

PCLaw for Lawyers and Legal Support Staff

Do you know what PCLaw can do for you?

Join Carmen Gallant for this informative, full-day program, and learn how to increase functionality and improve office management. Explore ways to improve efficiency in your practice.

Trust Accounting

Review cover receipts, disbursements, overdrafts, records, reconciliation, cash fund requirements, reporting, and more.

Billing

Discuss flat rates, contingency fees, electronic billing, recreating bills, reporting, past due notices, write-offs, and interest.

Receipts

Review retainers, overpayments, and strategies for modifying allocations.

Templates

PCLaw templates can help you save time and increase efficiency in your practice. Learn to create sections, use and align elements, and more.

Budgeting

Review general ledger, lawyer budgets, and more.

Front Office Management

Investigate strategies to stay organized by managing your office calendars, to-do lists, contacts, calls, and emails.

Dashboard Navigation

Analyze the 3 primary PCLaw dashboards: My Practice, My Clients, and My Business.

RESOURCES

Looking for program materials, seminars on demand, and other useful practice management resources? Visit [LESA.org/Library](https://lesa.org/Library) and [LESA.org/Classroom](https://lesa.org/Classroom) to learn more.



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REGISTER ONLINE

Reserve your spot in this program.

01 | Visit LESA.org.

02 | Enter code **32100**
into the search field.

03 | Add to your cart,
complete your purchase,
and **mark** your calendar.

MORE REGISTRATION OPTIONS

MAIL: 2610 - 10104 103 Avenue Edmonton, Alberta T5J 0H8 | PHONE: 780.420.1987

TOLL FREE IN AB: 1.800.282.3900 | FAX: 780.425.0885

CHECK
ALL THAT
APPLY

- CALGARY** October 23, 2018
- EDMONTON** October 30, 2018
- EARLY BIRD:** On or before September 11, 2018 \$395 + GST (Lunch is included.)
- REGULAR:** \$445 + GST (Lunch is included.)

LESA offers a range of Access Bursaries on select programs. A limited number of Access Bursaries are available, including bursaries on the basis of financial need. Please contact LESA for details.

- I live more than 125km (one way) driving distance from nearest program site (25% reduction in fees)
- I live more than 250km (one way) driving distance from nearest program site (50% reduction in fees)
- I am a law student or student-at-law (25% reduction in fees)

NAME/NAME FOR TAG: _____

FIRM: _____

EMAIL/PHONE NUMBER: _____

DIETARY RESTRICTIONS/SPECIAL NEEDS: _____

VISA MASTERCARD CHEQUE

TOTAL ENCLOSED: _____

CARD NUMBER: _____

CVV: _____

EXPIRY DATE: _____

Please do not send credit card information via email. Cheques are payable to the Legal Education Society of Alberta.

GUARANTEE: We take pride in offering high quality programs. If this program does not meet your expectations, please contact us about our money back guarantee.

CANCELLATIONS: Registration fees, less a \$50.00 administration fee, will be refunded for cancellations received in writing at least 3 full business days prior to the program. Refunds cannot be given after that date; however, program materials, if any, will be forwarded. Registrant substitution is permitted at all times.

RECORDING: This program may be audio/video recorded and retained by LESA for the purpose of providing legal education.

QUESTIONS? Contact us at info@lesa.org.