Importing Data from Amicus Attorney

Important Information!

Importing Time & Fees

ESILAW has the ability to import time and fee transactions from Amicus Attorney. The instructions below provide the necessary information you need to prepare ESILAW so that you can import those transactions.

Importing Clients and Matters

If you wish to import clients or matters into ESILAW from Amicus Attorney you can use the Import/Export > Clients/Matters & Contacts feature in ESILAW. This feature is a generic tool that allows you to import clients and matters from any third party application. If you wish to import clients and matters from Amicus Attorney, you will require an exported file from Amicus Attorney in order to import this information into ESILAW. Please refer to the ESILAW help file for further details on how to import clients and matters from third party applications.

Important!

We do not provide support for configuring an export of client/matter records or time and fee transactions from Amicus Attorney. You must contact Gavel & Gown directly for assistance with configuring the export of your data based on the import requirements in this document.

Questions?

General questions regarding the client/matter import feature or this document can be directed to technical support at 1-800-663-4545.

Installation Assistance

If you require installation or configuration assistance with ESILAW, such as troubleshooting your time/fee import file errors, it will be charged at a rate of $125/hr. A credit card will be required at the time of support call.

Time and Fee Import Requirements and Steps

- You must acquire a the file called UTIL0001.CTL from us and copy it into your ESILAW installation folder. This file is required in order for the time import to function correctly. Please contact our technical support department and they will provide you with assistance in obtaining the file.
- Exported time and fee transactions from Amicus Attorney must be exported into a file named AMICUS.DAT. This file must reside in the ESILAW installation folder in order for the import to work.
- If the export file does not meet the exact requirements specified below it will not import into ESILAW successfully. Any errors will display on the error report.
- You must determine which export file format to use based on the client/matter system you have specified in ESILAW. This settings is located in System Settings > Client Number Format and it determines which file format ESILAW requires for the import.

- Once you have configured the above, use the Import Time feature in ESILAW to import time and fee transactions. Any data you attempt to import that is invalid will display on the error report.

Option 1 - If ESILAW is set to Matters/Sub-files in System Settings you must export data from Amicus in the following format.

Field Name	Justification	Padding	Required Length	Max Data Length	Required	Example
Client ID + Matter ID	Right	Spaces	12	12	Yes	123456789001 where 001 is the matter number.
Unused Field	Right	Spaces	7	N/A	Yes	Contains no data, must be part of export file format
Timekeeper ID	Right	Spaces	8	3	Yes	100
Billable/Non-billable	Right	Spaces	2	2	Yes	B or NB
Unused Field	Right	Spaces	4	N/A	Yes	Contains no data, must be part of export file format
Billing Rate Amount	Right	Spaces	8	8	Yes	150.00, hourly rate.
Duration	Right	Spaces	8	5	Yes	12.00 for 12 hours
Unused Field	Right	Spaces	8	N/A	Yes	Contains no data, must be part of export file format
Activity Code	Right	Spaces	4	N/A	Yes	Contains no data, must be part of export file format
Unused Field	Right	Spaces	5	N/A	Yes	Contains no data, must be part of export file format
Date	Right	Spaces	6	6	Yes	010114, for January 1st, 2014
Time Entry Description	Left	Spaces	1024	1024	Yes	Meeting with client, up to 1024 characters
Unused Field	Right	Spaces	60	N/A	Yes	Contains no data, must be part of export file format

Option 2 – If ESILAW is set to No Matters/Sub-files in System Settings you must export data from Amicus in the following format.

Field Name	Justification	Padding	Required Length	Max Length	Required	Example
Client ID	Right	Spaces	12	12	Yes	123456789123, in this case matter numbers are not used
Unused Field	Right	Spaces	7	N/A	Yes	Contains no data, must be part of export file format
Timekeeper ID	Right	Spaces	8	3	Yes	100
Billable/Non-billable	Right	Spaces	2	2	Yes	B or NB
Unused Field	Right	Spaces	4	N/A	Yes	Contains no data, must be part of export file format
Billing Rate Amount	Right	Spaces	8	8	Yes	150.00, hourly rate.
Duration	Right	Spaces	8	5	Yes	12.00 for 12 hours
Unused Field	Right	Spaces	8	N/A	Yes	Contains no data, must be part of export file format
Activity Code	Right	Spaces	4	N/A	Yes	Contains no data, must be part of export file format
Unused Field	Right	Spaces	5	N/A	Yes	Contains no data, must be part of export file format
Date	Right	Spaces	6	6	Yes	010114, for January 1st, 2014
Time Entry Description	Left	Spaces	1024	1024	Yes	Meeting with client, up to 1024 characters
Unused Field	Right	Spaces	60	N/A	Yes	Contains no data, must be part of export file format

Contact Us

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