

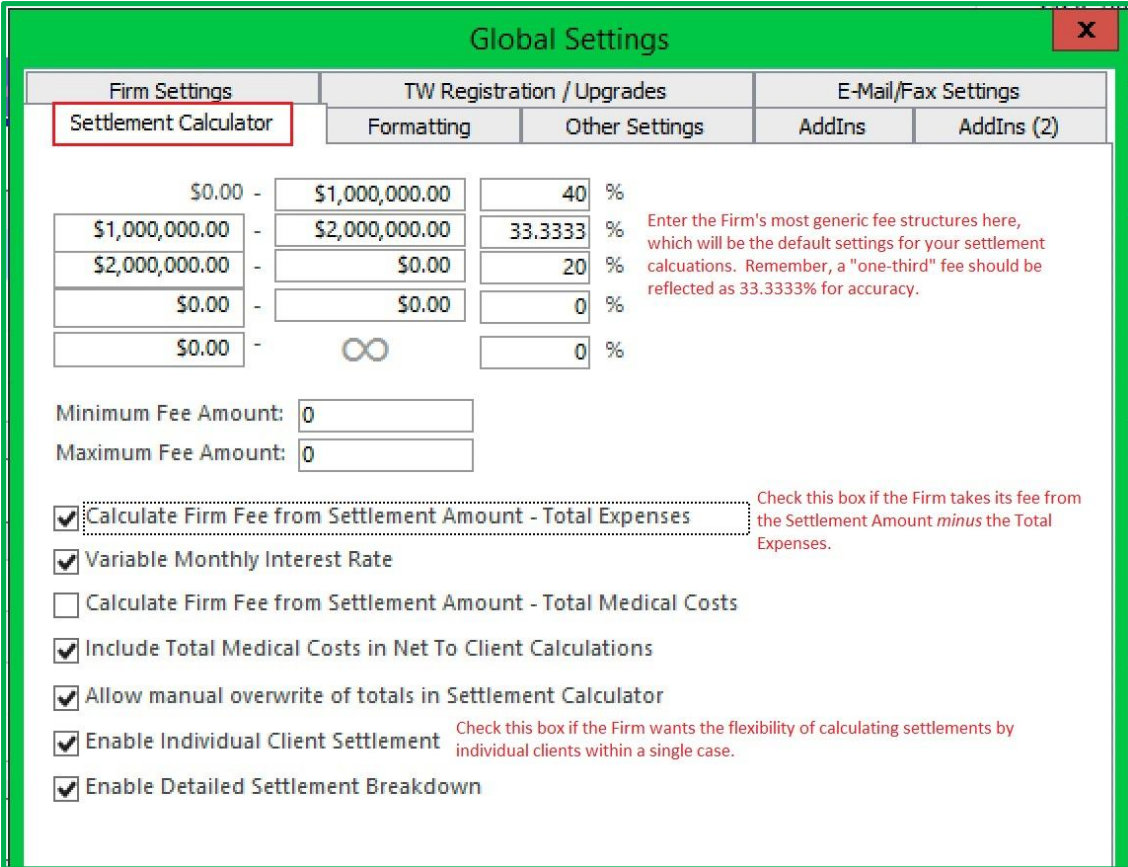
Working with Settlements

Version 11 and higher

TrialWorks gives you the ability to keep up with Settlement Information from the amount of Settlement through Disbursements.

Getting Started

TrialWorks allows you to calculate settlements by Case and/or by Client. Your Global Settings will determine the default settings, but you also have the flexibility to modify these settings by Case. Before diving into the use of the Settlement Calculator, let's take a look at our Global Settings:



The screenshot shows the 'Global Settings' window with the 'Settlement Calculator' tab selected. The window has a green title bar and a red 'X' button in the top right corner. The main content area is divided into three sections: 'Firm Settings', 'TW Registration / Upgrades', and 'E-Mail/Fax Settings'. The 'Firm Settings' section contains a table for fee structures, a 'Minimum Fee Amount' field, a 'Maximum Fee Amount' field, and several checkboxes for calculation options. The 'TW Registration / Upgrades' section has 'Formatting' and 'Other Settings' tabs. The 'E-Mail/Fax Settings' section has 'AddIns' and 'AddIns (2)' tabs. A red box highlights the 'Settlement Calculator' tab. A red note on the right side of the fee structure table states: 'Enter the Firm's most generic fee structures here, which will be the default settings for your settlement calculations. Remember, a "one-third" fee should be reflected as 33.3333% for accuracy.'

Firm Settings			TW Registration / Upgrades		E-Mail/Fax Settings	
Settlement Calculator			Formatting	Other Settings	AddIns	AddIns (2)
\$0.00 -	\$1,000,000.00	40 %				
\$1,000,000.00 -	\$2,000,000.00	33.3333 %				
\$2,000,000.00 -	\$0.00	20 %				
\$0.00 -	\$0.00	0 %				
\$0.00 -	∞	0 %				

Minimum Fee Amount: 0
Maximum Fee Amount: 0

☒ Calculate Firm Fee from Settlement Amount - Total Expenses Check this box if the Firm takes its fee from the Settlement Amount *minus* the Total Expenses.
☒ Variable Monthly Interest Rate
☐ Calculate Firm Fee from Settlement Amount - Total Medical Costs
☒ Include Total Medical Costs in Net To Client Calculations
☒ Allow manual overwrite of totals in Settlement Calculator
☒ Enable Individual Client Settlement Check this box if the Firm wants the flexibility of calculating settlements by individual clients within a single case.
☒ Enable Detailed Settlement Breakdown

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Before reviewing TrialWorks' settlement features and functions, let's first make sure that there is *data* in the proper places to populate the Settlement Information and Settlement Calculator.

Let's look at five different Tabs, where case-specific, financially-related data is entered.

1. Case Info
2. Client
 - Employment History
 - Lost Wages
3. Costs
4. Medical
5. Insurance/Liens

1. CASE INFO:

Check the fields from your Case Info Tab to assure that you've entered data to the fields that are used to calculate your settlement. The critical fields are as follows:

- Valuation/Exposure - Use of this field enables the Firm to run cash-flow projections.
- Type of Fee - Contingent? Hourly?
- Fee - Enter the percentage of the Firm fee.
- Referral Fee - Enter a specific dollar amount or percentage of the legal fee.
- Referral Out - Self-building field to enter name of Referral Attorney handling the case.
- Referral Fee - Enter the Firm's percentage of the legal fee.

The screenshot displays the 'Case Info' tab in the TrialWorks software. The interface includes a top navigation bar with tabs for Correspondence, Costs, Deposition, Discovery, Docket, Documents, Email, Experts, Hearings, Insurance/Liens, Investigation, Medical, Memo, Miscellaneous, Negotiations, Notes, Other Parties, and Photos. The main form area contains several sections:

- Division:** Litigation (dropdown)
- File #:** 20160815
- Alias:** (empty)
- Case Name:** Looney, Mary Jane v. ABC Moving, Inc.
- Master Client:** (empty)
- Liability / Sub-Liability:** Medical Malpractice (dropdown), Cancer Misdiagnosis (dropdown)
- Referral:** Referral Lawyer, Esquire (dropdown)
- Referral:** (empty)
- Referral:** (empty)
- Secondary Referral/Source:** (empty)
- Rainmaker:** The Rainmaker is the Firm Attorney, who brought the case to the Firm
- Referral Fee or %:** 35%
- Referred Out:** Sam Jacobs (dropdown)
- Referral Fee:** 35%
- Invitees / Service e-mail:** (empty)
- Attorney:** Diane Attorney
- Support:** (empty)
- Support:** (empty)
- Support:** (empty)
- Acct#:** (empty)
- Valuation/Exposure:** \$250,000.00
- Case Stage:** Pre-Suit
- Date of Rep:** 08/ 01/ 2017
- Type of Fee:** Contingent
- Fee:** 40%



2. CLIENT:

The Client Tab maintains an “Employment and School History” button, which allows you to enter specific information relating to your client’s work and education history. Financial information relating to lost wages can be calculated as part of the case’s overall damages.

- Employment History
- Lost Wages

Employment and School History

Client Employment/School History

Start Date	End Date	Institution	Occupation	Notes	Phone	Exertion
8/10/2013	6/14/2015	Moving Company, ABC Driver				High

Record: 1 of 1 | Filtered | Search

Create New Contact

3. COSTS:

Any advanced legal expenses are tracked on the Costs Tab, which are then included as part of the Settlement calculations when determining the legal fee and net to client amount.

Costs	Deposition	Discovery	Docket	Documents	Email	Experts	Hearings	Insurance/Liens	Investigation	Medical	Memo	Miscellaneous
Task Code	Description			Cost	Reduction	Amount Due						
Copies	Costs for additional medical records.			\$250.00	\$0.00	\$250.00						
Witness	Fee for consultation with medical expert witness.			\$750.00	\$0.00	\$750.00						
Witness	Expert witness fee.			\$500.00	\$0.00	\$500.00						
Copies	Copies of medical records			\$50.00	\$0.00	\$50.00						



4. MEDICAL:

Medical expenses are calculated and totaled at the bottom of the Medical Tab display. If any medical bills are also liens, these line items will appear on the Settlement Information Lien section, and will be considered as part of the settlement calculations.

Case Info History Caption Clients Contacts Correspondence Costs Deposition Discovery Docket Documents Email Experts Hearings Insurance/Liens Investigation Medical Memo M										
Mary Jane Looney				▼	Clients	Other				
▼	Provider	Bill	Amount Paid	Balance	Amount Wait	Final Balance	DOR	Medical Request	Medical Record	
17	Snow, MD, John D.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	08/ 15/ 2017	Med Request - Snow, MD, John D.		
17	Snow, MD, John D.	\$500.00	\$100.00	\$400.00	\$0.00	\$400.00	08/ 15/ 2017	Med Request - Snow, MD, John D.	Medical Records Samy	
17	Snow, MD, John D.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	08/ 15/ 2017	Med Request - Snow, MD, John D.		
	Snow, MD, John D.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	09/ 28/ 2017	Med Request - Snow, MD, John D.		
	Snow, MD, John D.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/ 06/ 2017	Med Request - Snow, MD, John D.		

5. INSURANCE/LIENS:

Liens are maintained on the Insurance/Lien Tab, and are included in the calculations of settlement amounts to the Firm and Client.

Summary

Case Info

History

Caption

Clients

Contacts

Correspondence

Costs

Deposition

Discovery

Docket

Documents

Email

Experts

Hearings

Insurance/Liens

Investigation

Medical

Memo

Miscellaneous

Negotiations

Notes

Other Parties

Photos

Pleadings

Research

Review

Trial Material

Insurance

Primary

☒

InstType

At Fault

Party

ABC Moving, Inc.

Adjuster

Smith, Bill

Insurance

ACME Insurance

Policy

2016-46: VMA-54627385

ClaimNo

100,000.00

PolicyLi

\$2,500.00

Deductible

Total

InsuredP

☒

Driver

Notes

PercentCc

Link

Get a File

...

Coverage Start Date

Coverage End Date

Team Manag

*

Records: 1

Total Policy Limit:

\$100,000.00

Create a New Contact

Add an Existing Contact

Liens

Claim Date

Claim #

Lien Rep

Lien Amount

Reduction

Amount Due

Lienholder Name

Verified

Date Firm Paid

Date Updated

Check #

Party

Link

Get File

Not

Firm Paid

9/1/2017

2016-134762954

Dangerous, Rodney

\$4,200.00

\$0.00

\$4,200.00

Dangerous, Rodney R.

☒

☐

09/01/2017

8/1/2017

9

\$400.00

\$0.00

\$400.00

Snow, MD, John D.

☒

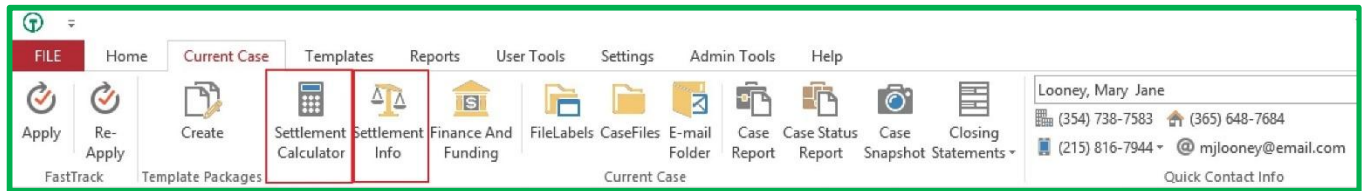
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Mary Jane Looney



Calculating Settlements

On the Current Case Ribbon > Settlement Calculator and Settlement Info icons are displayed.



Using the Settlement Calculator

When you click on Settlement Calculator, you can choose settlement Calculation for Entire Case or for an individual Client (a message appears if the Global Settings enabled the Individual Client Settlement option). Enter the Settlement Date and the Settlement Amount.

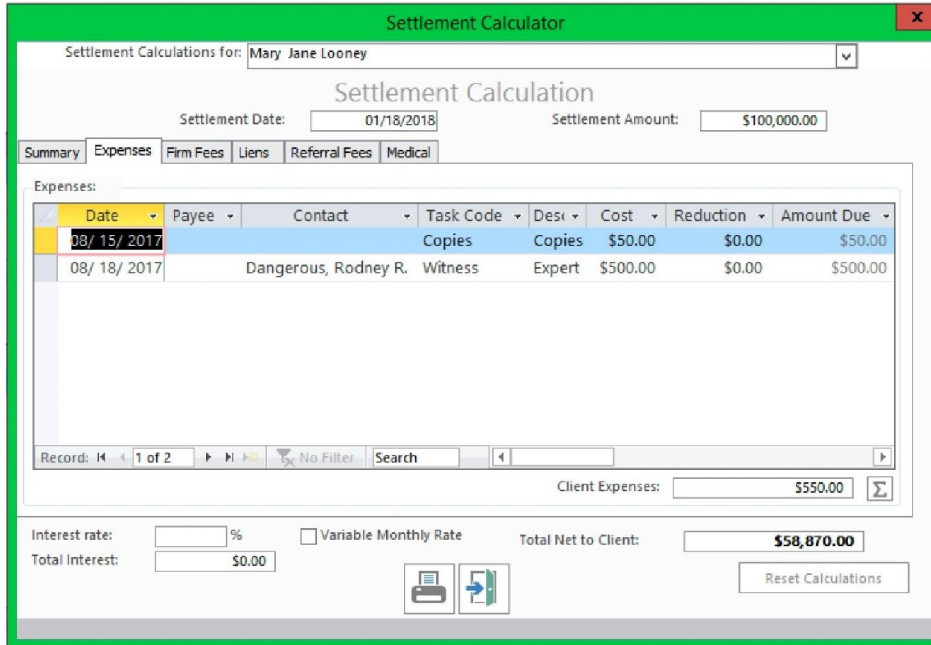
The Summary Tab sets forth calculations that are pulled in from Expenses, Firm Fees, Liens, Referral Fees and Medical, if any, and then calculates the Net Amount to Client.

A screenshot of the 'Settlement Calculator' window. The 'Summary' tab is selected. The window shows a dropdown for 'Settlement Calculations for:' with 'Mary Jane Looney' selected. Below this, there are fields for 'Settlement Party' and 'Settlement Case'. The 'Summary' section contains several input fields with dollar amounts and equation symbols (Σ):
- Client Expenses: \$550.00
- Client Firm Fee: \$39,780.00
- Client Outstanding Liens: \$400.00
- Client Referral Fee: \$13,258.67
- Client Medical Cost: \$400.00
There is a checkbox labeled 'Include Medicals in Net to Client Calculations' which is checked. At the bottom, there are fields for 'Interest rate:' (with a % symbol), 'Total Interest:' (\$0.00), and 'Total Net to Client:' (\$58,870.00). A 'Reset Calculations' button is also present.

Notice the EQUATION SYMBOL next to the dollar amount fields. You can manually modify these amounts, and the settlement calculator will automatically update the fields for you.



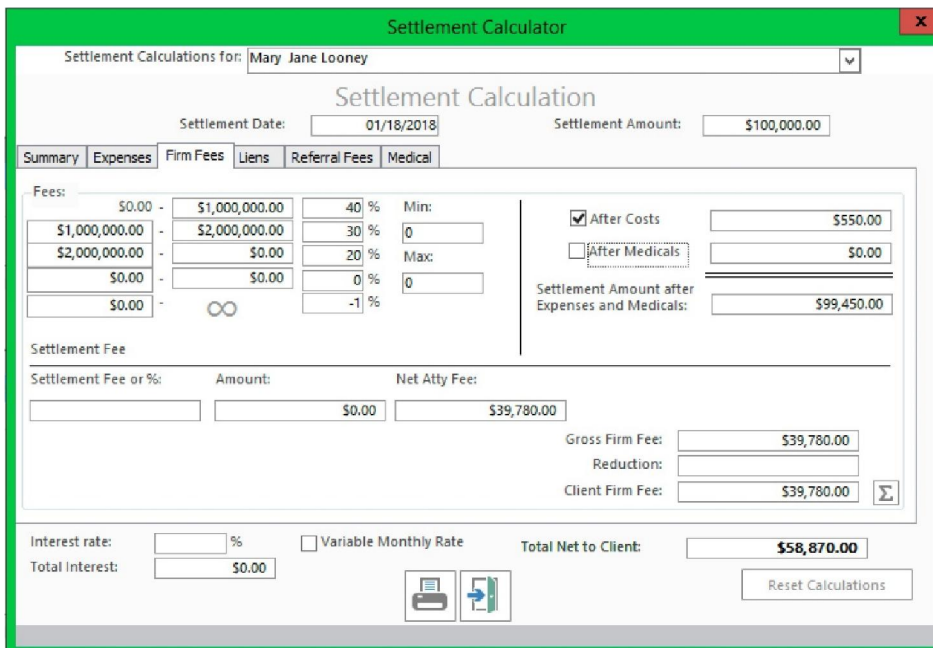
The Expenses Tab pulls information from the Costs Tab



The screenshot shows the 'Settlement Calculator' window with the 'Expenses' tab selected. The window title is 'Settlement Calculator'. The main heading is 'Settlement Calculation'. The 'Settlement Calculations for:' dropdown shows 'Mary Jane Looney'. The 'Settlement Date' is '01/18/2018' and the 'Settlement Amount' is '\$100,000.00'. The 'Expenses' tab is active, showing a table with columns: Date, Payee, Contact, Task Code, Description, Cost, Reduction, and Amount Due. The table has two rows: one for '08/15/2017' with 'Copies' as the task code and '\$50.00' as the cost, and another for '08/18/2017' with 'Dangerous, Rodney R. Witness' as the contact and '\$500.00' as the cost. The 'Client Expenses' field shows '\$550.00'. The 'Total Net to Client' is '\$58,870.00'. There are buttons for 'Print', 'Export', and 'Reset Calculations'.

Date	Payee	Contact	Task Code	Description	Cost	Reduction	Amount Due
08/15/2017			Copies	Copies	\$50.00	\$0.00	\$50.00
08/18/2017		Dangerous, Rodney R.	Witness	Expert	\$500.00	\$0.00	\$500.00

The Firm Fees Tab automatically calculates from the percentage enters and/or manual input. You have the ability to calculate Firm Fees after Costs and/or Medicals.



The screenshot shows the 'Settlement Calculator' window with the 'Firm Fees' tab selected. The window title is 'Settlement Calculator'. The main heading is 'Settlement Calculation'. The 'Settlement Calculations for:' dropdown shows 'Mary Jane Looney'. The 'Settlement Date' is '01/18/2018' and the 'Settlement Amount' is '\$100,000.00'. The 'Firm Fees' tab is active, showing a table with columns: Fees, Amount, and Net Atty Fee. The table has two rows: one for '\$0.00' with '\$1,000,000.00' as the amount and '40%' as the fee, and another for '\$1,000,000.00' with '\$2,000,000.00' as the amount and '30%' as the fee. The 'Settlement Fee' is '\$0.00'. The 'Net Atty Fee' is '\$39,780.00'. The 'Gross Firm Fee' is '\$39,780.00'. The 'Reduction' is '\$0.00'. The 'Client Firm Fee' is '\$39,780.00'. The 'Total Net to Client' is '\$58,870.00'. There are buttons for 'Print', 'Export', and 'Reset Calculations'.

Fees	Amount	Net Atty Fee
\$0.00	\$1,000,000.00	40%
\$1,000,000.00	\$2,000,000.00	30%
\$2,000,000.00	\$0.00	20%
\$0.00	\$0.00	0%
\$0.00	\$0.00	-1%



The Liens Tab automatically calculated from Liens that were entered on the Insurance/Liens Tab

The Referral Fees Tab automatically calculated from the percentage enter and/or manual input from the Case/Retainer Tab.



The Medical Tab

Settlement Calculator X

Settlement Calculations for: Mary Jane Looney

Settlement Calculation

Settlement Date: 01/18/2018

Settlement Amount: \$100,000.00

Summary

Expenses

Firm Fees

Liens

Referral Fees

Medical

Medical:

DOT	Bill	Amount Paid	Balance	Amount Waived	Final Balance Due	DOR
08/ 02/ 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	08/ 15,
08/ 01/ 2017	\$500.00	\$100.00	\$400.00	\$0.00	\$400.00	08/ 15,
08/ 01/ 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	08/ 15,
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	09/ 28,
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/ 06,
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10/ 18,
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Record: 14 1 of 21 No Filter Search

Totals (Bill|Paid|Balance): \$500.00 \$100.00 \$400.00 Client Medical Cost: \$400.00

Interest rate: %
Total Interest: \$0.00

☐ Variable Monthly Rate

Total Net to Client: \$58,870.00

Reset Calculations



Settlement Information

Next, click on the [Settlement Information](#) icon for additional options.

Insurance	Party Name	Insured Party	Settled AMT	Settled Date	Release To Client	Release to Ins	ChkRcvd	ChkRcvd Date	ClientRcvd Date	Remarks
Smith, Bill	ABC Moving, Inc.	Driver	\$100,000.00	1/18/2018	1/21/2018	1/19/2018	[checked]	1/20/2018	1/21/2018	

Date	CheckNo	Payer	Payee	Amount	Remarks
1/21/2018	4698	ABC Insurance Company	Mary Jane Looney	\$58,870.00	

Remember, if you have multiple clients you have the ability to run your settlement calculations for a specific client and/or the entire case. In this detail window, there are additional options including;

- Expected Settlement Date
- Actual Settlement Date
- Settlement Amount
- Settled
- Settled Against Filter

Settlement Breakdown:

Date Release Sent to Client and/or to Insurance

Who Settlement was against

Enter check and such that were paid from the Settlement and when it was paid.

Generating Settlement Reports

You can generate a Settlement/Closing Settlement based on the information that was entered into the Settlement Information/Calculator. Go to Reports > Financial > Settlement > then choose the report you need. There are three different Closing Statements from which to choose, and you can convert the reports to a Word file for further customizations.



