



LDMonline

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USER GUIDE

The image shows a laptop displaying the LDMonline website. The main screen shows a search results page with a list of lawyers and their details. Three inset windows show different parts of the website interface:

- Top Left Inset:** Shows the search interface with a search bar, "Find" and "Reset" buttons, and a "Limit to" dropdown menu.
- Middle Inset:** Shows a search results page for "Coyte" with a list of results and a "Focus search to the following fields" section.
- Bottom Left Inset:** Shows the search interface with a search bar, "Find" and "Reset" buttons, and a "Limit to" dropdown menu.

www.lawdiary.com



LDMonline User Guide

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I. Overview

LDMonline is the Web-based version of the renowned *Lawyers Diary and Manual*®. The product includes all of the information found in the five print editions of the *Lawyers Diary: New Jersey, New York, Massachusetts, New Hampshire and Florida*. LDMonline is updated monthly to guarantee the most up-to-date data available.

LDMonline has extensive search/find capabilities and a sophisticated level of personalization. The product offers hyperlinked URLs and email addresses as well as detailed biographies of legal professionals.

This User Guide provides an overview of account activation and security steps, along with feature descriptions and useful shortcuts and tips.

II. Account Activation and Security

Upon purchase of LDMonline, you will receive an email with the subject line “LDMonline: Account activation,” which contains a link and activation instructions. Your next step is to accept the Terms and Conditions at the center of the page in order to activate a new subscription. Be sure you activate your subscription on each device you are planning to use.

The latest upgrades to LDMonline include improved security features. By implementing user email address and passwords, access is now much friendlier and easier than previously while maintaining a high level of security. Subscribers using the same browser and computer will rarely be prompted for login credentials. For your protection, if you change browsers or machines or block cookies, you will be prompted for your email and password. Passwords may be reset at any time.

III. Logging In

To log in, visit www.ldmonline.com and you will see the screen shown in Image 1.

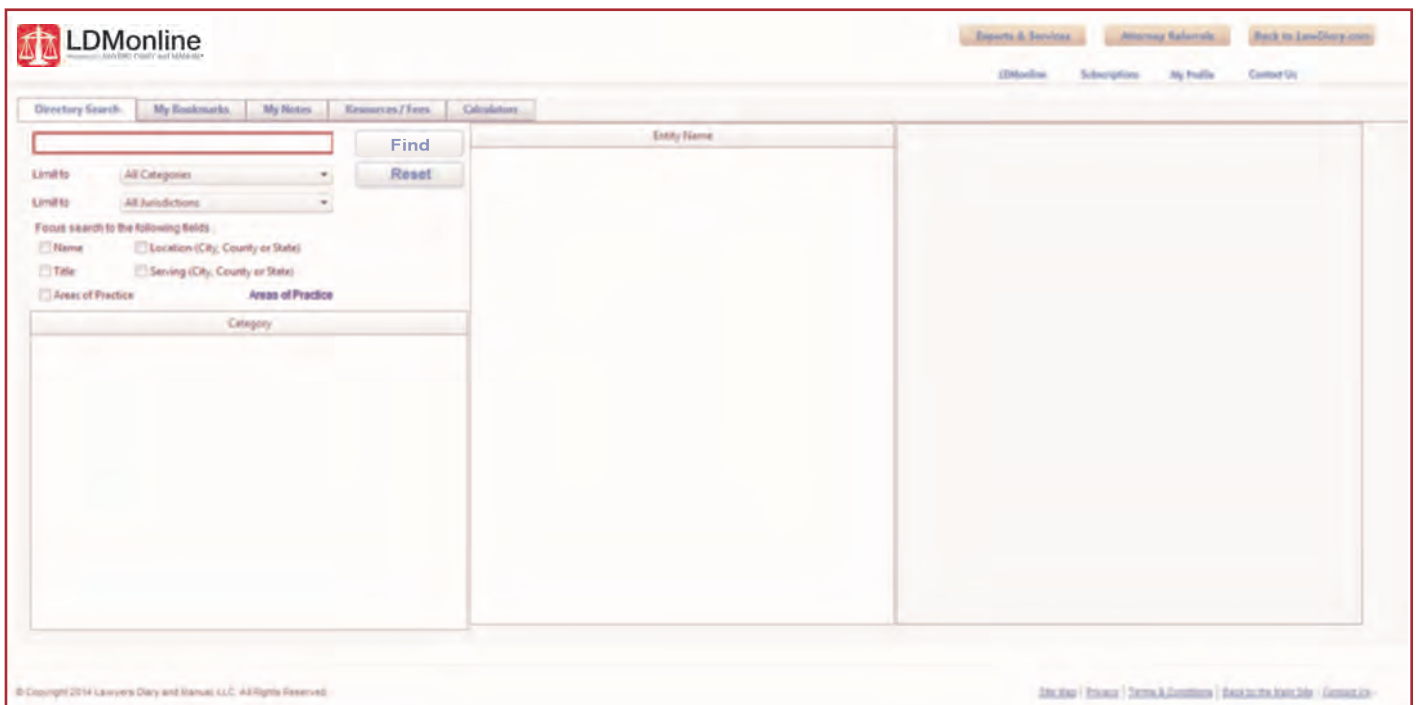


Image 1

IV. Main Menu Tabs: Directory Search, My Bookmarks, My Notes, Resources/Fees, Calculators

A. Directory Search

The Directory Search offers a variety of search/find capabilities within the LDM database. Perform simple or advanced searches to find attorneys, firms, judges, courts, agencies, departments and much more.

1. Key Features:

a) **Partial Word Searches:** Begin by using single or even fragments of keywords when conducting searches — the “less is more” concept. For example, instead of debating whether to search for certain “municipalities” vs. “municipality,” enter “muni” in the search field to yield all results.

The default search field is universal, allowing searches to be conducted across All Categories and All Jurisdictions. To narrow searches by category (Image 2) or by jurisdiction (Image 3), use the drop-down menus shown in the screenshots to the right, which will limit the search to the parameters selected.

Searches may be further narrowed by other available fields. For example, by clicking on the Areas of Practice hyperlink, a pop-up box appears displaying 59 alphabetically listed practice areas from which to choose (Image 4). Selecting one will automatically populate the search field.

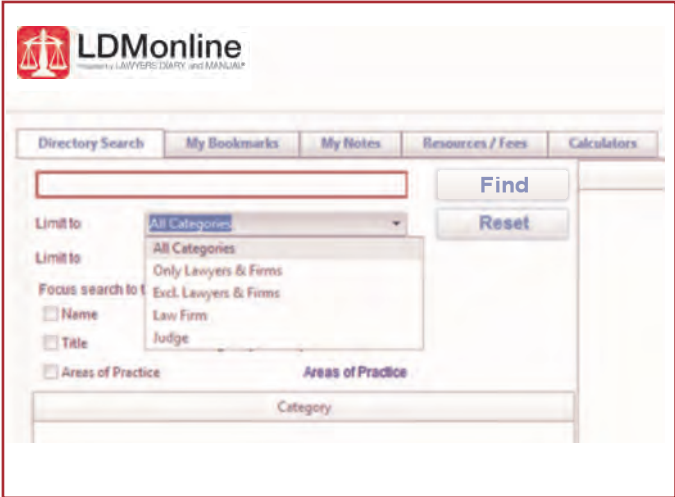


Image 2

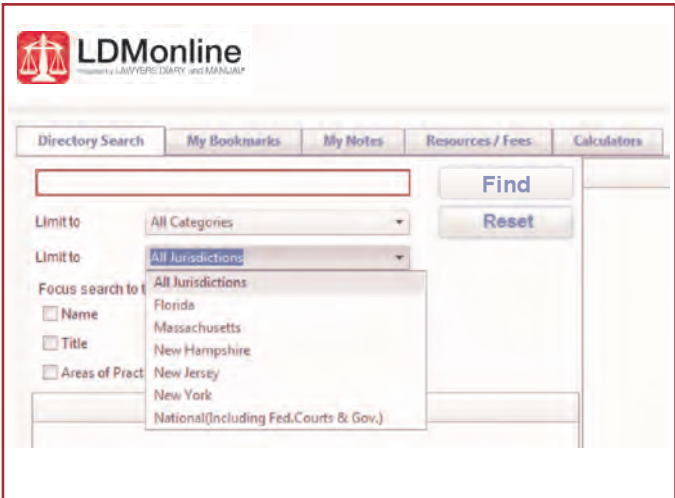


Image 3

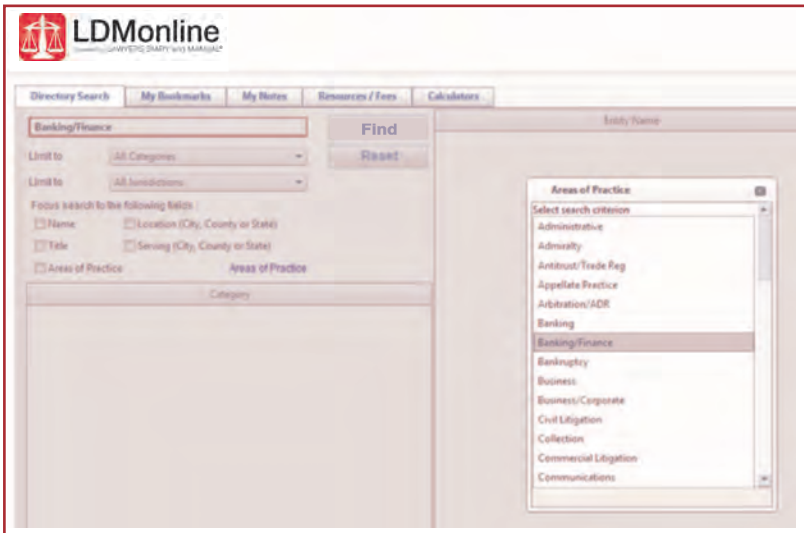


Image 4

a) **Partial Word Searches (continued):** Some searches require additional parameters, such as a specific category. For example, entering “Coyle” in the search field yields six highlighted choices in the Category section (Image 5).

By clicking on one of the Categories, such as “Law Firm,” the listings for law firms will be displayed in the results section (Image 6). By selecting the specific law firm from the results section, the contact information will be displayed, including hyperlinked emails and website addresses.

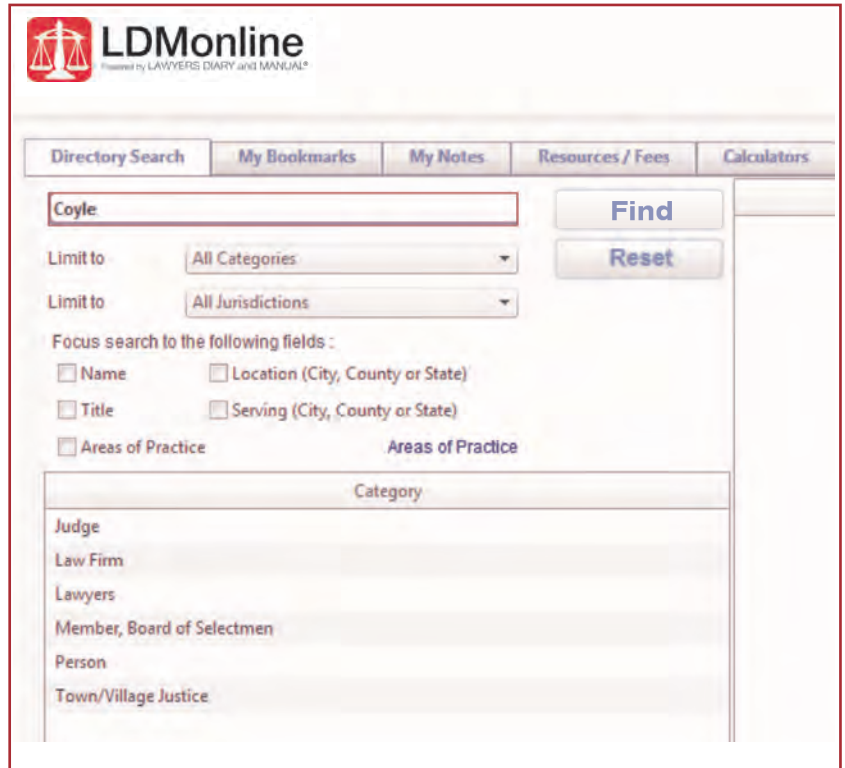


Image 5

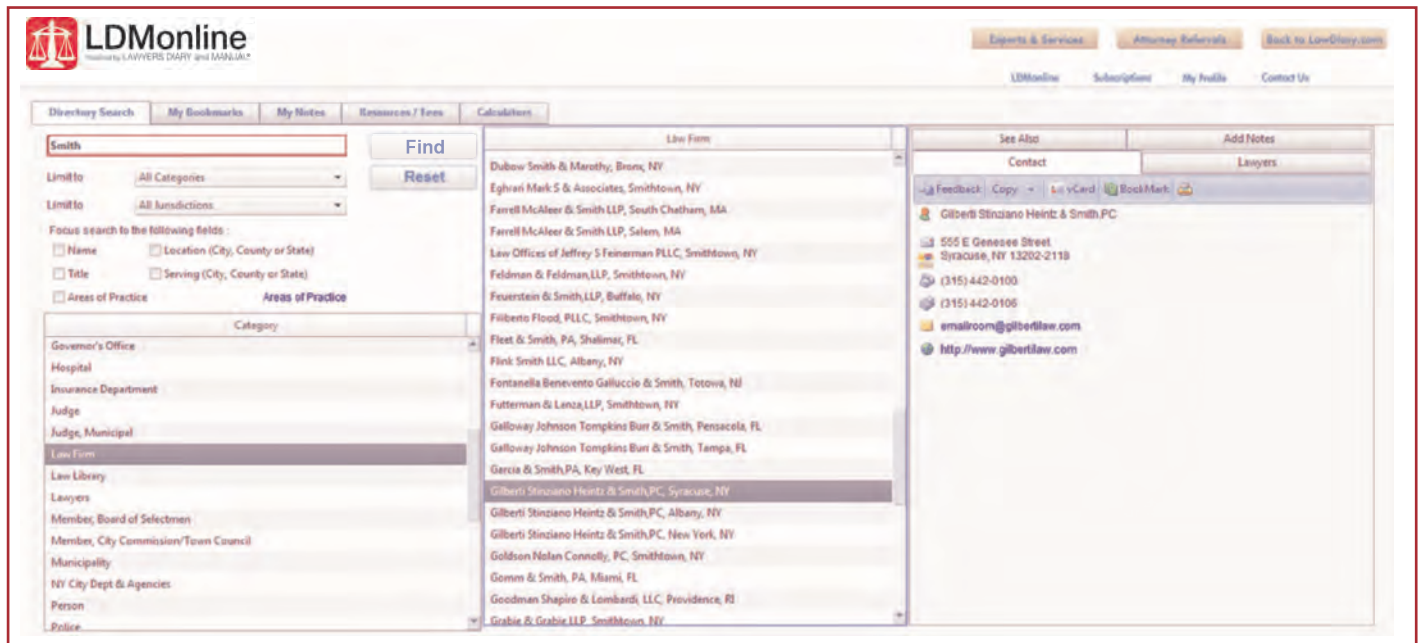


Image 6

Valuable information about the law firm and the contact’s personal biography will be located in each of the corresponding tabs. Details include an attorney’s year of admission to the bar and areas of practice, as well as connections to court officials and attorneys, court clerks, etc.

1. Key Features (continued):

b) Downloadable vCards: A hot button allows you to automatically insert contact information directly into any vCard-compatible electronic address book such as Microsoft® Outlook®. Simply click on the vCard icon displayed on each contact page.

IV. Main Menu Tabs (continued)

B. My Bookmarks

For contacts referenced often, click on the Bookmark icon on the far right panel and indicate “Save” when the pop-up box appears (Image 7). By clicking on the My Bookmarks tab on the main menu, the bookmarked reference will appear in the middle column called “Entity Name.” All your bookmarks stay intact as LDMonline content is updated. You may modify the label of each bookmark as you wish.

In the left drop-down panel, there are “How to” tutorials with screenshots, including “Bookmarking a record” (Image 8) and “Viewing your current bookmarks” (Image 9).

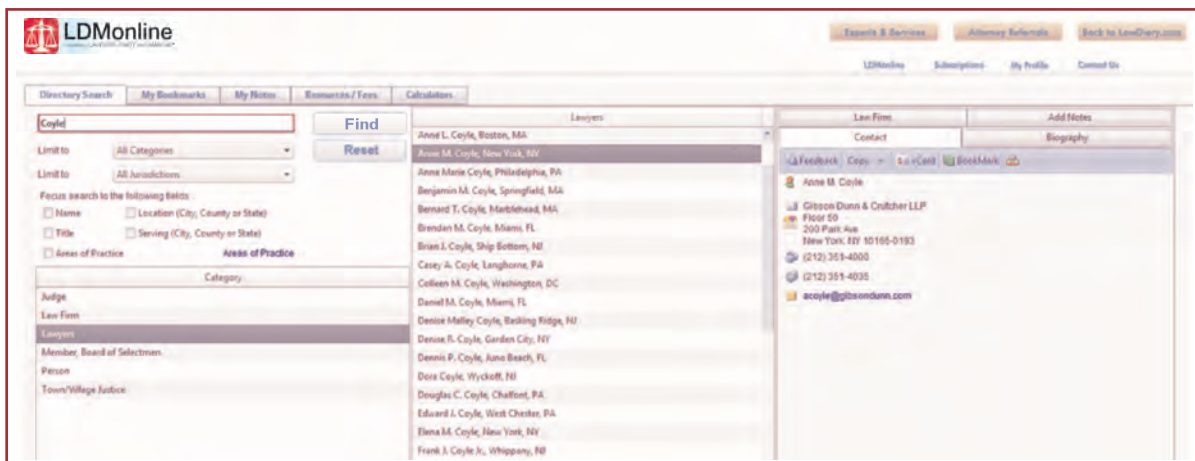


Image 7



Image 8



Image 9

C. My Notes

Notes can be printed, searched and shared with colleagues to highlight important information, such as experiences with opposing counsels, referrals, court personnel or agency resources. Because your subscription to LDMonline is unique to your firm, notes are confidential within your firm or private just to you. All your notes stay intact as LDMonline content is updated.

To add a note about a law firm or an individual, locate your listing of choice then click on the My Notes tab in the right panel, then the “Add Notes” and “Add New Notes” buttons. Type your notes into the field and then select “Save.” If you would like others in your firm to view your notes, select the “Show to users” option. Your date-stamped notes will immediately appear below the contact information in the heading of: “You’ve got notes!” (see Image 11).

In the left drop-down panel, there are “How to” tutorials with screenshots, including “Adding “NEW” notes to a record” (Image 12), “Editing and deleting your notes” (Image 13), “Privacy settings on your notes” (Image 14), “Searching your notes” (Image 15) and “Viewing and/or printing all of your notes” (Image 16).

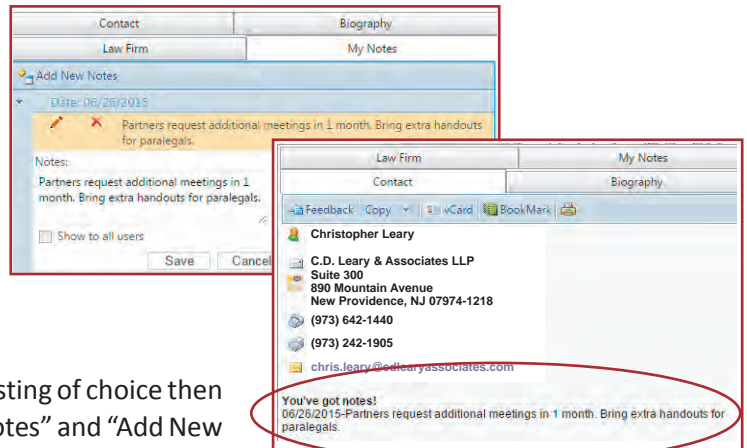


Image 11

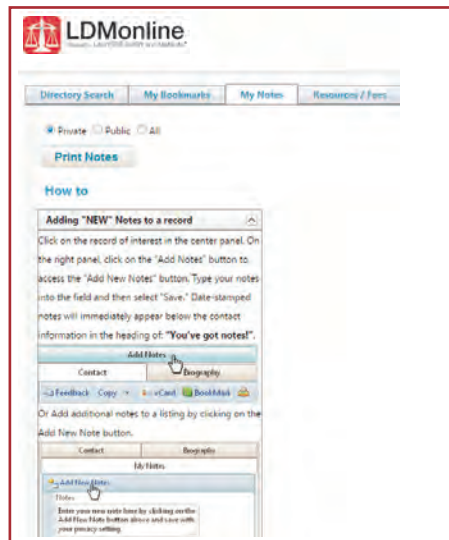


Image 12

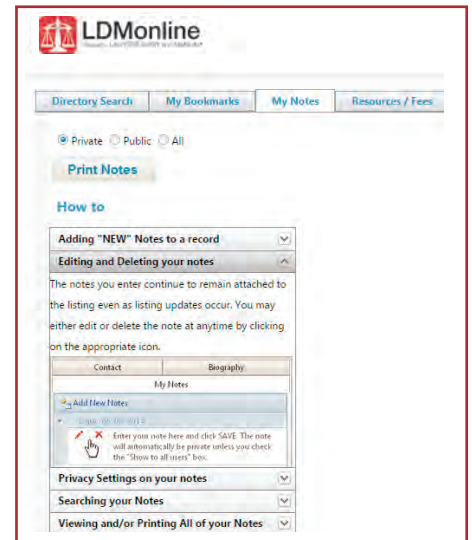


Image 13



Image 14

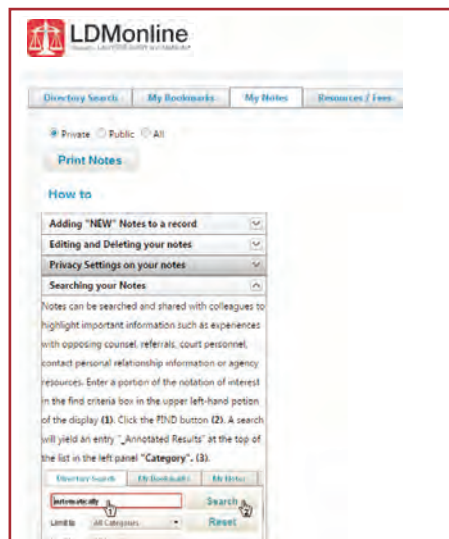


Image 15

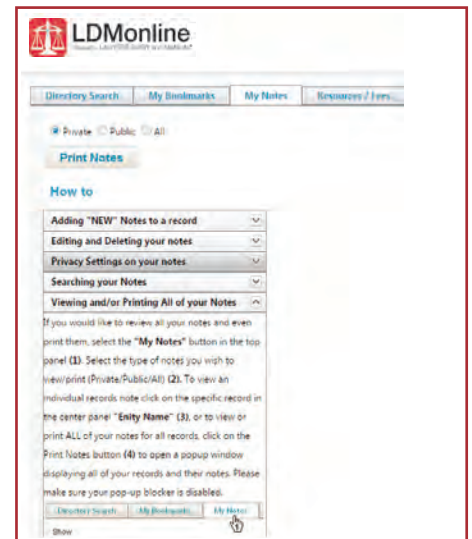


Image 16

D. Resources/Fees

The Resources/Fees section contains key information found in the printed *LDM* books for each state, along with national information related to fees, rules and resources. Here you will find six useful options that expand/collapse upon selection:

- 1) **Attorney Referrals:** Alphabetically highlights all the attorneys’ informational and display ads; use “Attorney Referrals” button on top right for easier and faster navigation (see below).
- 2) **Legal Vendors:** Highlights the services of legal support professionals in three formats; use “Experts & Services” button on top right for easier and faster navigation (see below).
- 3) **Fees:** Alphabetically lists costs and fees, such as court fees—from bankruptcy to tax court—sheriffs’ fees and mileage lists, police report fees, etc.
- 4) **Rules:** Alphabetically lists court procedures and workers’ compensation rules.
- 5) **Maps:** Alphabetically lists maps and directions for courthouses and administration buildings.
- 6) **Resources:** Alphabetically highlights miscellaneous information, such as charts like disability and workers’ compensation, court scheduling information, holidays, zip codes, filing procedures, etc.



Resources/Fees



Attorney Referrals



Experts & Services

E. Calculators

The Calculators produce professional outputs, which include personalization by adding your name at the bottom of the documents. This section includes five online calculators used in your daily practice:

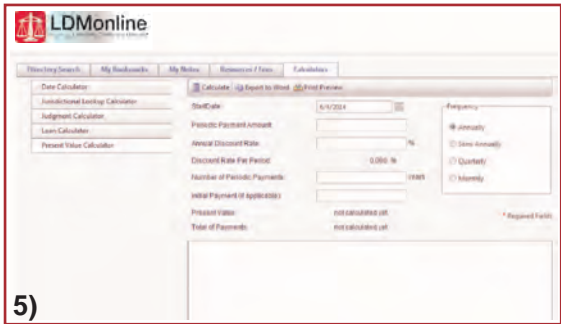
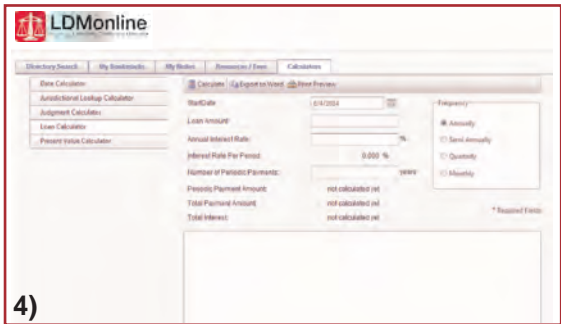
- 1) **Date Calculator:** Calculates the specific date when the financial settlement is due; factors in business days and holidays for all five states; the default setting in the drop-down menu is Florida.

- 2) **Jurisdictional Lookup Calculator:** Highlights the various municipalities and their addresses for all five states; the default setting in the drop-down menu is Florida.

- 3) **Judgment Calculator:** Determines the total amount due using simple, compound or jurisdictional methods and an annual interest rate; includes Export to Word and Print Preview capabilities.

- 4) **Loan Calculator:** Highlights the value of a settlement at the end of an agreed payment term or time; the frequency of the payment amounts can be set to annually, semiannually, quarterly or monthly; includes Export to Word and Print Preview capabilities.

- 5) **Present Value Calculator:** Specifies the agreed-on settlement that is paid over time by highlighting the value of the settlement at its current time and at the end of the paid settlement's term; includes Export to Word and Print Preview capabilities.





F. Experts & Services

Vendors to the legal community can maximize their professional presence by advertising online on Lawyers Diary and Manual's main public Web site, lawdiary.com, and its secure subscription site, LDMonline.

Our "Experts & Services" button appears prominently on our homepage and in our online product.

The "Experts & Services" are categorized by five states and cover many different legal offerings:

- **Florida:** four main categories, including Court Reporting & Deposition Services, Experts (including seven subcategories, such as Experts-Financial, Experts-Medical and Experts-Transportation), Litigation Support Services, and Process & Subpoena Services
- **Massachusetts:** five main categories, including Court Reporting & Deposition Services (including four subcategories, such as Transcription Services and Video Production Services), Experts (including 10 subcategories, such as Experts-Construction, Experts-Forensics, and Experts-Psychiatric), Litigation Support Services, Process & Subpoena Services, and Real Estate Services
- **New Hampshire:** four main categories, including Court Reporting & Deposition Services, Experts (including seven subcategories, such as Experts-Appraising, Experts-Meteorology & Weather, and Experts-Transportation), Litigation Support Services, Process & Subpoena Services, and Real Estate Services
- **New Jersey:** five main categories, including Court Reporting & Deposition Services, Experts (including 40 subcategories, such as Experts-Automotive, Experts-Dental, Experts-Insurance, and Experts-Toxicology), Litigation Support Services (including nine subcategories, such as Interpreters & Translators and Trust and Audit Support), Process & Subpoena Services, and Real Estate Services
- **New York:** five main categories, including Court Reporting & Deposition Services, Experts (including 15 subcategories, such as Experts-Accounting, Experts-Economics, Experts-Engineering, and Experts-Psychological), Litigation Support Services (including nine subcategories, such as Interpreters & Translators and Trust and Audit Support), Process & Subpoena Services, and Real Estate Services

Experts & Services has been greatly expanded for maximum coverage by revamping the profile formats and listing hierarchy. Legal vendors have three options to raise their recognition, and now legal professionals have a greater selection of vendors:

- 1) Featured Profile:** At the beginning of each category, priority listings are offered. They are highlighted in yellow with large bold black font. A Featured Profile links to complete contact information, Web site and email address, a detailed company description and company logo.
- 2) Enhanced Profile:** Listed alphabetically, Enhanced Profiles are placed below the yellow-highlighted Featured Profiles and formatted in large blue and standard black fonts. An Enhanced Profile offers a distinct advantage over a Basic Profile listing by linking to contact information, Web site and email address, a company description and company logo.
- 3) Basic Profile:** Listed alphabetically, Basic Profiles are placed below Featured and Enhanced Profiles and formatted in standard blue and black fonts. A Basic Profile only links to company contact information.

DISCLAIMER: The experts listed in the 'Experts & Services' section are available to provide evaluation, analysis and testimony as an expert witness in various legal matters. Their listing here does not create or imply any particular expertise, competence or certification, although many are certified in their respective disciplines. Lawyers Diary and Manual, LLC does not make any warranty or representation as to the qualifications of any person or organization listed in this section.



G. Attorney Referrals

Attorneys and law firms can maximize their presence and feature their areas of practice by advertising online on Lawyers Diary and Manual's main public Web site, lawdiary.com, and its secure subscription site, LDMonline.

Our "Attorney Referrals" button appears prominently on our homepage and in our online product.

The Attorney Referrals are categorized by five states and cover many different areas of practice:

- **Florida:** 9 practice areas, including Arbitration/Mediation, Employment/Labor Law, and Family Law
- **Massachusetts:** 30 practice areas, including Construction Law, Elder Law, Franchise Law, Social Security Law, and Wills, Estates & Trusts
- **New Hampshire:** 19 practice areas, including Appellate Practice, Business Formation, and Special Needs Trusts
- **New Jersey:** 50 practice areas, including Condemnation Law, Education Law, ERISA Litigation, Megan's Law, and Unemployment Compensation Appeal
- **New York:** 40 practice areas, including Admiralty & Maritime Law, Civil Rights Law, Insurance Law, Pharmaceutical Litigation, Traffic Law, Zoning, and Planning and Land Use

Three types of profile descriptions include:

- **Platinum:** 500 word description, color photographs, contact information, Web site and email links, CV, case history, testimonial, and mailing list of 250 names
- **Gold:** 200 word description, color photograph, contact information, Web site and email links, CV, and case history
- **Silver:** 100 word description, color photograph, contact information, Web site and email links

For more prominence, all profiles can be upgraded by adding animated graphics, appearing as one of the first three listings with the words "Feature Profile" and having a yellow-background Highlight Profile.

DISCLAIMER: The attorneys listed in the 'Attorney Referrals' section are available and represent to be in good standing in various legal matters. Their listing here does not create or imply any particular expertise, competence or certification, although many are certified in their respective disciplines. Lawyers Diary and Manual, LLC does not make any warranty or representation as to the qualifications of any person or organization listed in this section.



V. Please contact us to provide testimonials and suggestions to improve LDMonline.

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