

August 31, 2001

Judge, enclosed you will find the following:

- 1) **Trial Court Desktop 2000 CD-ROM (version 1.2)**. Also enclosed are 2 Installation, 1 Quick Reference, 1 Quick Prep for Jury Charges and 1 Update pages. This software has received excellent reviews and should be very helpful. One particular concern of many judges, the ability to cut and paste jury charges, has now been addressed in this software.
 - a. **IMPORTANT INSTALLATION INSTRUCTIONS:** The August registration # is NOT being included because they sent it to me too late. If you are already using an older version, you can simply download the update from their website without even using this disk. Otherwise, you will need to call CX Corporation at 1-800-994-8722, press 0 and tell the customer service agent that you are Judge So and So from the State Court of xyz County and that you wish to obtain your ID # from them. Before you do this, however, you must load the CD and about at the 3rd screen (or so they tell me) there will be a registration # that you must have in hand to give the customer service agent so that they can give you your ID #. In the alternative, you can e-mail them at information@cx2000.com (put registration request in the subject line) and put the same information that you would have given the customer service agent into the email and await their reply. Furthermore, you can address any technical questions to them as well.
- 2) Your **permanent Lexis ID** along with Amy Emanuel's business card. By this time, you should have received the LearningLexis booklet. If after using the booklet, you feel the need for additional help, please call 1-800-227-9597, press extension 2111 and set up a telephonic appointment (state who you are, your ID and password). If after telephonic training, you still feel the need for additional help, please call me, and I will look into setting up more personalized individual or group training. If you have a technical or account question, please call Amy Emanuel, our account representative whose business card I have included with your permanent ID. Furthermore, if you change your law clerk or decide to retire to the Bahamas, please let Amy know so that she can cancel the appropriate card(s) and reissue new ones.
- 3) Please give the enclosed **support staff letter** to your key support person so that they may read and distribute to your other staffers.
- 4) **FUTURE CONFERENCE DATES FOR PLANNING PURPOSES:**

FALL 2001	Nov 14-16	Brasstown Valley	SPRING 2002	May 15-17	Jekyll Island
FALL 2002	Nov 13-15	Brasstown Valley	SPRING 2003	May 14-16	Jekyll Island
FALL 2003	Nov 12-14	Brasstown Valley			

Respectfully Yours,

Stephan J Frank
Executive Director

QUOTE OF THE DAY: Noah's Ark was made by amateurs; the Titanic was made by professionals.