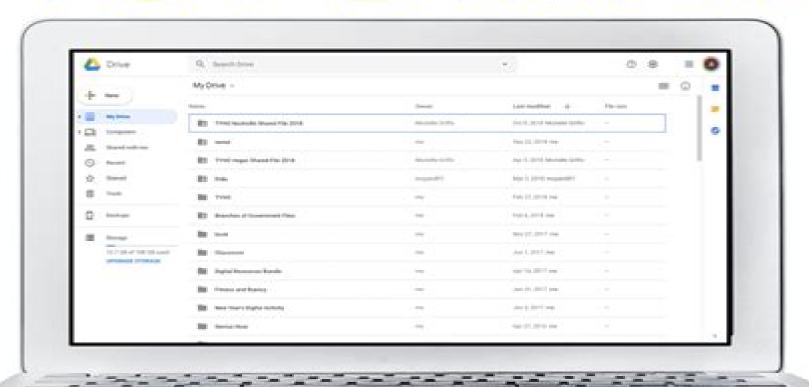
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IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management Managing a Trust Account 1
Depositing Client Money into the Client Trust Account 2 Entering Bills to Pay from the Trust Account 3 Recording Bills for
Office Expenses 4 Paying Bills from the Client Trust Account 5 Using a Client Trust Credit Card 6 Time Tracking and
Invoicing for Legal Professionals 7 Paying the Law Firm s Invoices Using the Client Funds 8 Refunding Unused Client Trust
Account Funds 9 Escheated Trust Funds Trust Account Reporting 1 Creating a Trust Account Liability Proof Report 2
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