

Imagine if the closing of a major financial transaction was delayed because a three ring binder was missing. Now imagine if a room full of minute books was destroyed by fire or flood. Now imagine the look on your client's face when you have to tell them.

Avoid the embarrassment and reduce the risk by including your clients' minute books in your disaster recovery plans.

Even in the wake of the natural and man made disasters of the last few years, there are still law firms that cling to the belief that "it won't happen to us."

But it does happen. And to be competitive and reduce your risks, you must have plans and technology in place to safeguard minute books and other corporate governance records for your clients.

Attend this live, online presentation and learn current best practices and practical tips for putting together a disaster recovery plan that will impress your clients and ensure that your law firm has protected their legal assets before it's too late.

It's a matter of trust.

Two Step Software Presents a Free Webinar:

## "Safeguarding Your Clients' Minute Books: Is There a Gap in Your Disaster Recovery Plan?"

Download these articles written by our speakers at: [www.twostep.com/recovery](http://www.twostep.com/recovery)

- *A Practical Guide for Your Business Continuity/Disaster Recovery Plan*
- *Deals, Due Diligence and Disaster Recovery - Is There a Gap in Your Plan?*



**“The loss of the corporate minute book and stock records would clearly halt the completion of a major financial transaction”**

**Free Webinar:**

**“Safeguarding Your Clients’ Minute Books: Is There a Gap in Your Disaster Recovery Plan?”**

**Wednesday, June 7, 2006 1:00 pm EST**  
**\*Monday, July 31, 2006 12:00 noon EST**

\*Co-Sponsored by ILTA



**Phone:** (800)223-8900  
**Web:** [www.twostep.com/recovery](http://www.twostep.com/recovery)  
**Email:** [webinar@twostep.com](mailto:webinar@twostep.com)

Imagine trying to explain to your client why you can’t render a “clean” legal opinion on the fully diluted capitalization table because both the stock record books and the original board minutes have been lost.

Corporate records – like historical minute books, complex stock ledgers, and copies of government filings – are typically left out of disaster recovery plans. If these records were lost or destroyed in a catastrophic event, a company might not be able to easily continue with its normal business or legal transactions.

Two Step Software and Shook, Hardy & Bacon L.L.P. have teamed up to present the latest issues that are essential to developing a strategy that considers client corporate records, the fiduciary nature of minute books, the time sensitivity of closings, the audit trail required for legal opinions, and client expectations.

**“Safeguarding Your Clients’ Minute Books: Is There a Gap in Your Disaster Recovery Plan?”** is a 60-minute live, online presentation that will address the unique challenges facing law firms and how to safeguard their clients’ corporate records.

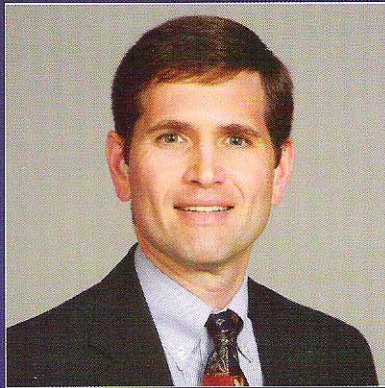
**Who Should Attend?**

- Corporate Attorneys
- In-House Counsel
- CIOs and CFOs
- Business Continuity and Knowledge Management Directors
- Application and IT Managers
- Corporate Secretaries
- Corporate Paralegals
- Stock Plan Administrators

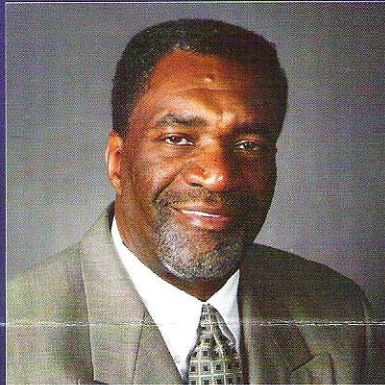
**Agenda**

- 1 Today's Disaster Recovery Plans**
  - ❖ Overview of DR planning
  - ❖ Current trends
  - ❖ Critical success factors
- 2 Gain the Competitive Edge**
  - ❖ Costs of failing to plan
  - ❖ Benefits of having a plan
- 3 Protecting Your Clients’ Records**
  - ❖ The importance of minute book backup
  - ❖ Ensuring client corporate records are included in the firm’s disaster recovery plan
- 4 Building a Disaster Recovery Plan**
  - ❖ Considerations for creating a plan
  - ❖ Steps to take to create a plan
- 5 See the Live Demo**
  - ❖ Demonstration of the minute book backup software
- 6 Q & A**

## The Speakers



**Gary D. Levine**, author of the article *Deals, Due Diligence and Disaster Recovery - Is There a Gap in Your Plan?*, is the President and Founder of Two Step Software, Inc. Gary started Two Step in 1995 following the sale of the software company where he was General Counsel. Previously, he was a corporate and securities attorney at a major Boston law firm, specializing in private equity and venture capital work. For more than a decade, he has worked with leading law firms on corporate practice management issues. He has authored numerous articles and is a frequent speaker on private equity and corporate governance issues.



**Atlas Lee**, author of the article *A Practical Guide for Your Business Continuity/Disaster Recovery Plan*, is the Director of Business Continuity for Shook, Hardy & Bacon L.L.P., an international law firm with 10 offices in the US and Europe. Atlas has been with the firm for 18 years and has participated in more than 60 successful disaster recovery exercises. A frequent speaker on business continuity planning, disaster preparedness / recovery and information systems security, he has authored several white papers on those subjects. Atlas is a Certified Business Continuity Professional (CBCP).

Download copies of the Disaster Recovery articles written by our speakers at: [www.twostep.com/recovery](http://www.twostep.com/recovery)

*"We're a very document-oriented industry and our clients expect us to do everything we can to maintain and preserve their important records. It is imperative that we take the necessary pre-cautions - including using the appropriate technology and regularly backing up data - in order to protect them from events that would interfere with their doing business. Anything less would be unacceptable to both our clients and our firm."*

**Susan L. Preston**  
Of Counsel  
Davis Wright Tremaine LLP

*"Corporations by their nature are document intensive and readily available access to such documents is significant. Unexpected loss or destruction of our significant documents like our customer contracts and board or shareholder records would likely cause difficulty in our relationships with our customers as well as tracking the historically significant decisions by our shareholders and board."*

**Corey Grauer**  
Vice President, General Counsel  
Sterigenics International, Inc.

*"Most files can be recreated or reassembled if they are lost. However, in most cases, with startup clients, we are the primary keeper of the company's stock and option data and minute books. If a company cannot pinpoint, with 100% accuracy, how many shares are outstanding, who owns them, who has rights to purchase additional shares and under what terms and conditions, that creates a big complication affecting any kind of financing transaction or business combination."*

**Paul Blumenstein**  
Of Counsel  
DLA Piper Rudnick Gray Cary US LLP

### About Two Step Software, Inc.

Two Step Software, Inc. develops, markets and supports Corporate Focus™, the market leading corporate governance, ownership and minute book management software application used by the nation's leading law firms and corporate legal departments. Corporate Focus is the only software application that combines stock and option tracking with corporate governance information management so that all corporate records can be found in one place.

**TWO STEP**  
SOFTWARE



"Any law firm that handles financial transactions for clients on a regular basis and holds hundreds of minute books and ownership records can no longer afford to operate without a disaster recovery plan that specifically includes their clients' corporate records."

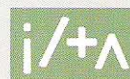
**Free Webinar:**

## **"Safeguarding Your Clients' Minute Books: Is There a Gap in Your Disaster Recovery Plan?"**

**Wednesday, June 7, 2006  
1:00 pm Eastern Time**

**\*Monday, July 31, 2006  
12:00 noon Eastern Time**

\*Co-Sponsored by ILTA



**International Legal  
Technology Association**

**Phone:** (800)223-8900

**Web:** [www.twostep.com/recovery](http://www.twostep.com/recovery)

**Email:** [webinar@twostep.com](mailto:webinar@twostep.com)

**Don't miss this chance  
to safeguard your  
clients' minute books.  
Attendance is limited!  
SIGN UP NOW!**

Two Step Software, Inc.  
144 Gould Street, Suite 202  
Needham, MA 02494

**TWO STEP®**  
SOFTWARE

PRESORTED  
STANDARD  
U.S. POSTAGE  
PAID  
PERMIT #140  
N. READING, MA