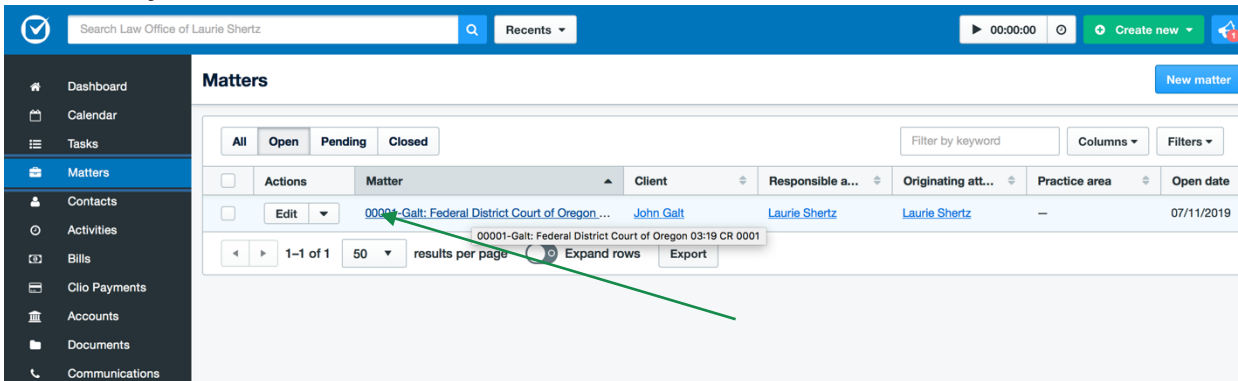


EXPORTING FROM CLIO

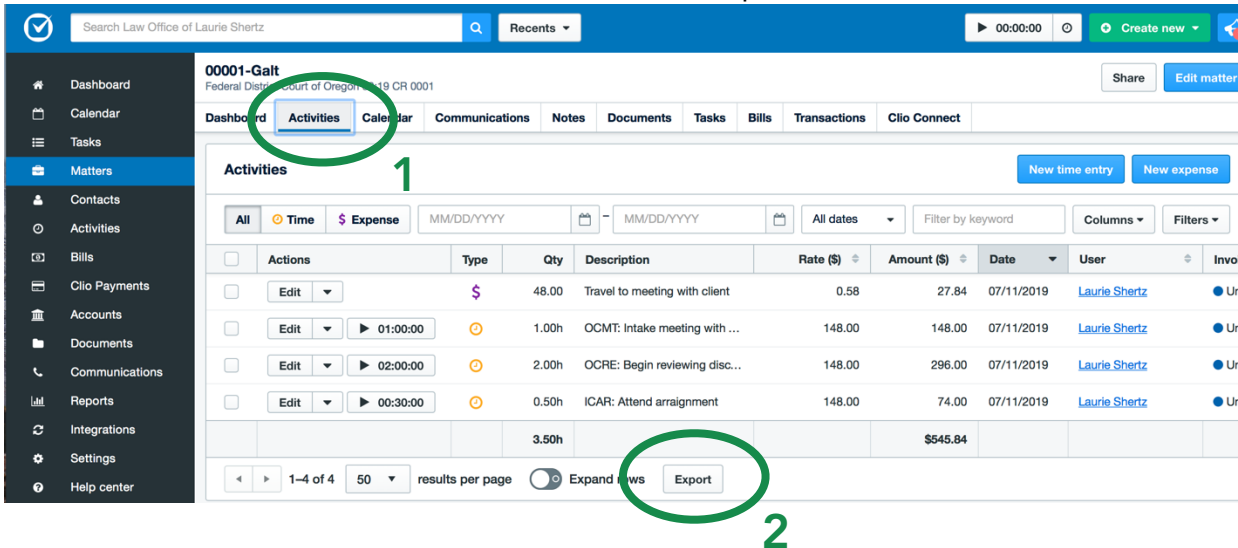
Click on your matter



The screenshot shows the CLIO interface with the 'Matters' tab selected. A table lists matters, with the first row highlighted. A green arrow points to the 'Export' button at the bottom of the table.

Actions	Matter	Client	Responsible a...	Originating att...	Practice area	Open date
<input type="checkbox"/> Edit	00001-Galt: Federal District Court of Oregon...	John Galt	Laurie Shertz	Laurie Shertz	-	07/11/2019

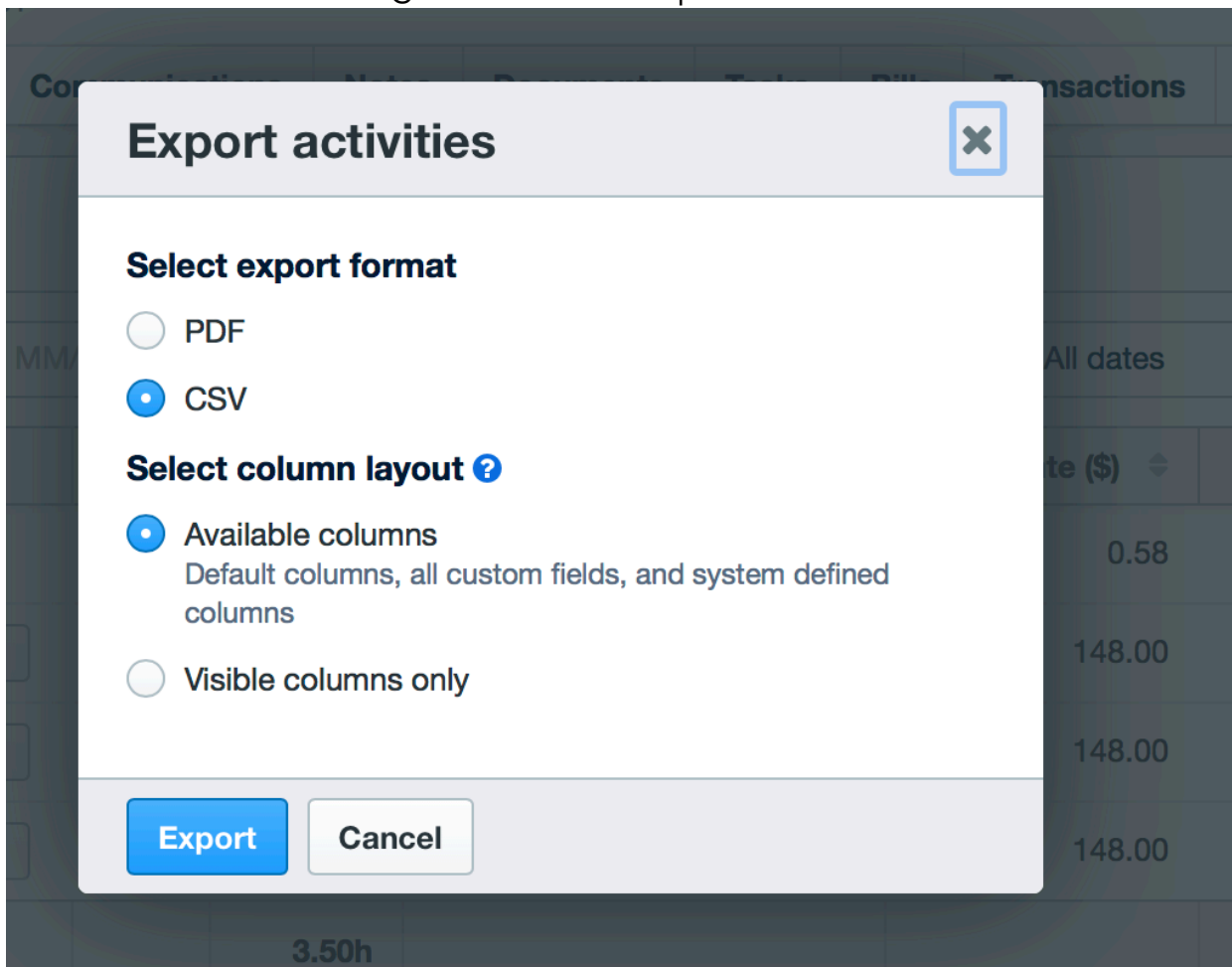
Then click on the activities tab, and click "export"



The screenshot shows the CLIO interface with the 'Activities' tab selected for matter 00001-Galt. The 'Activities' tab is circled in green with a '1' next to it. The 'Export' button at the bottom of the table is also circled in green with a '2' next to it.

Actions	Type	Qty	Description	Rate (\$)	Amount (\$)	Date	User	Invoice
<input type="checkbox"/> Edit	Expense	48.00	Travel to meeting with client	0.58	27.84	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/> Edit	Time	1.00h	OCMT: Intake meeting with ...	148.00	148.00	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/> Edit	Time	2.00h	OCRE: Begin reviewing disc...	148.00	296.00	07/11/2019	Laurie Shertz	Unb
<input type="checkbox"/> Edit	Time	0.50h	ICAR: Attend arraignment	148.00	74.00	07/11/2019	Laurie Shertz	Unb
				3.50h	\$545.84			

Then make the following selections in export



Once you're done & have uploaded your data to evolveVoucher & eVoucher, don't forget to bill the data so it comes out of your Clio & won't produce duplicates next time.