

Hortors Stationery (Pty) Ltd

Hortors Online Manual

www.hortorsonline.co.za



incorporating

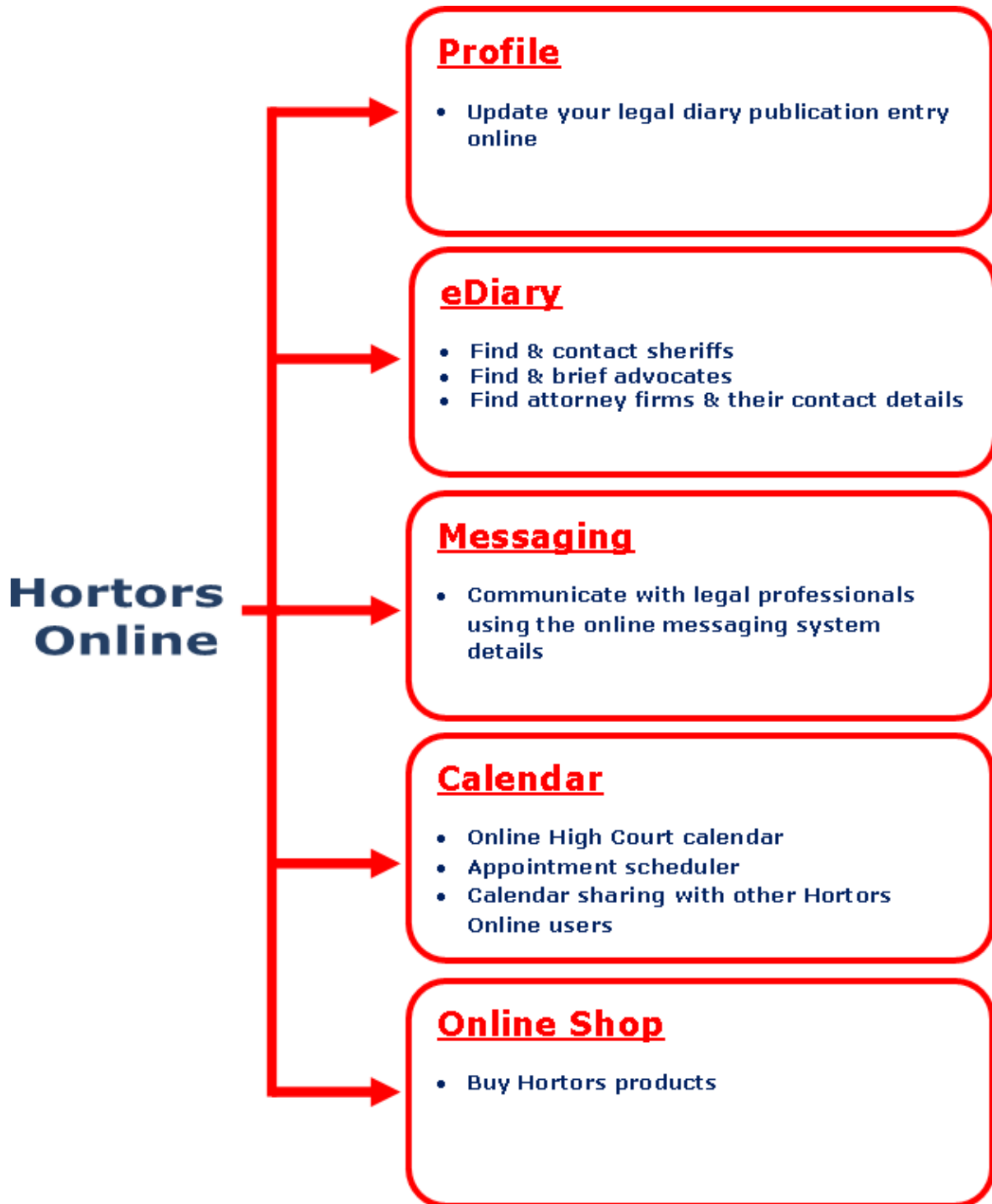


TABLE OF CONTENTS

Item no.	Item	Page
1.	Hortors Online Summary	Page 3
2.	Overview	Page 4
3.	Purpose	Page 4
4.1.	Hortors Online From Different Perspectives: For Advocates	Page 5
4.2.	Hortors Online From Different Perspectives: For Attorneys	Page 6
4.2.1.	The briefing process from Attorney to Advocate	Page 7
4.2.2	Contacting legal professionals via the Hortors Online search and messaging system	Page 8
4.3.	Hortors Online From Different Perspectives: For Sheriffs	Page 9
4.4.	Hortors Online From Different Perspectives: For The General Public	Page 10
5.	Verification	Page 11
6.	Pricing	Page 11

1. Summary

Hortors Online is an online application encompassing various platforms where legal professionals can advertise their services, find the details of other professionals in the industry and instantly communicate with them.



2. Overview

Hortors Stationery (Pty) Ltd has acquired the online applications “The Common Room” and “Online Briefing” to incorporate with their currently known product “eDiary” onto an online platform.

2.1. “The Common Room as www.commonroom.co.za” is an application created exclusively for advocates and pupils of Bars belonging to the General Council of the Bar of South Africa. It currently provides an environment for advocates to exist as an online community and the ability for them to:

- a) Communicate with each other via features such as the forum;
- b) Find the details of their colleagues
- c) Update their own professional details by specifying their areas of practice, fee rates etc, thus advertising to attorneys via the Online Briefing site.
- d) Accept brief invitations and briefs from attorneys submitted via Online Briefing.

2.2. “Online Briefing as www.onlinebriefing.co.za” currently provides an online interface where attorneys are able to search for advocates registered on The Common Room by their areas of practice or fee ranges via a filtered search mechanism. Attorneys are then able to request the availability of the advocates and brief them online.

2.3. “eDiary” is currently a standalone application, distributed via CD or electronic download. It is available in 2 forms, a single user or multi-user system. eDiary enables the end user to search for Attorney Firms, Individual Attorneys, Advocates, Sheriffs, Magistrate Courts, Republic Legal, General Section (containing Valuers, Appraisers, Auctioneers, Corporate Lawyers, Insolvency Practitioners etc.) It also contains a High Court Calendar with a shared appointment calendar. It is a subscription based software package that is uniquely registered and expires after the allocated time frame of the subscription.

These 3 individual platforms have now been incorporated into one online application called Hortors Online.

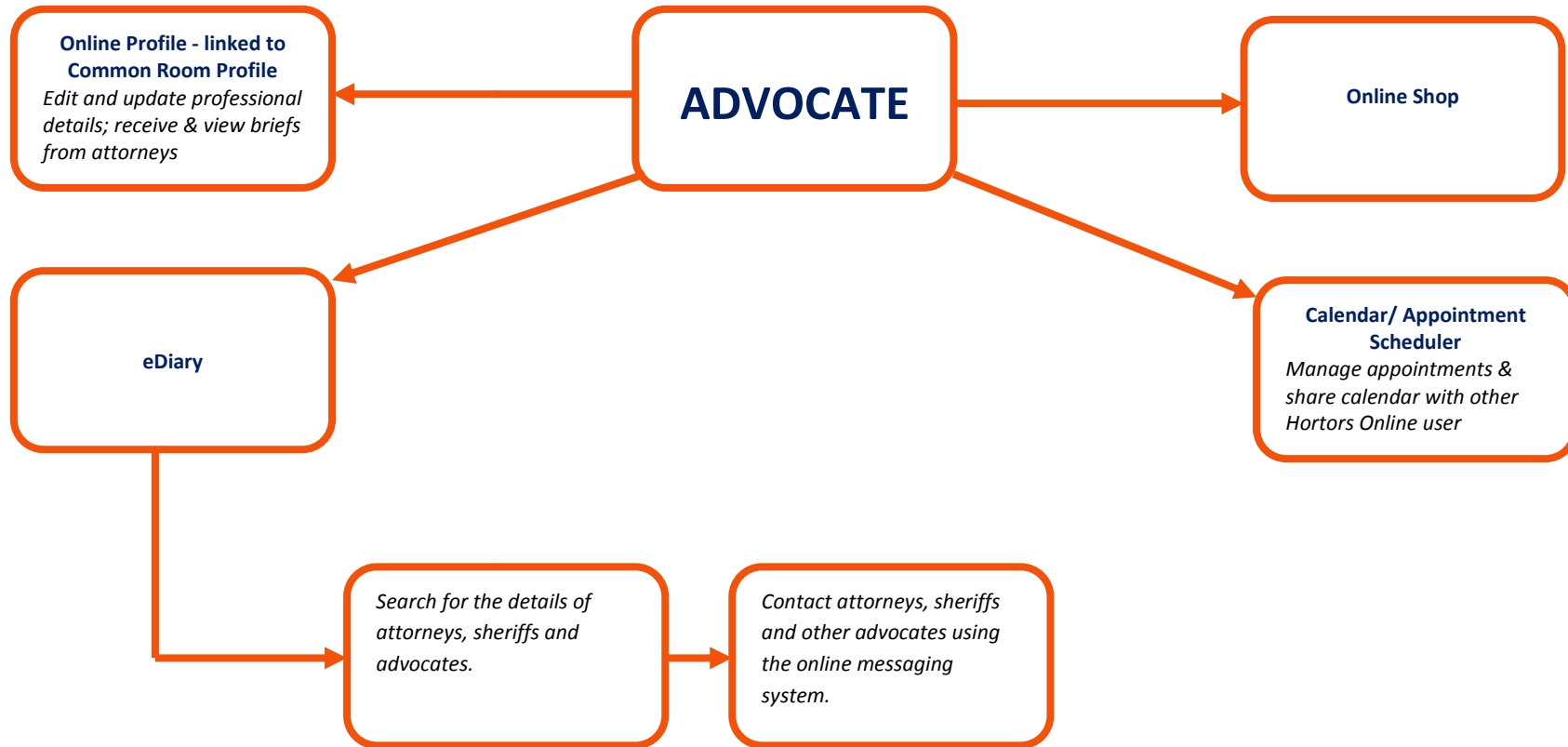
Note: *Although The Common Room and eDiary will remain as stand-alone applications, Online Briefing will no longer be available individually.*

3. Purpose

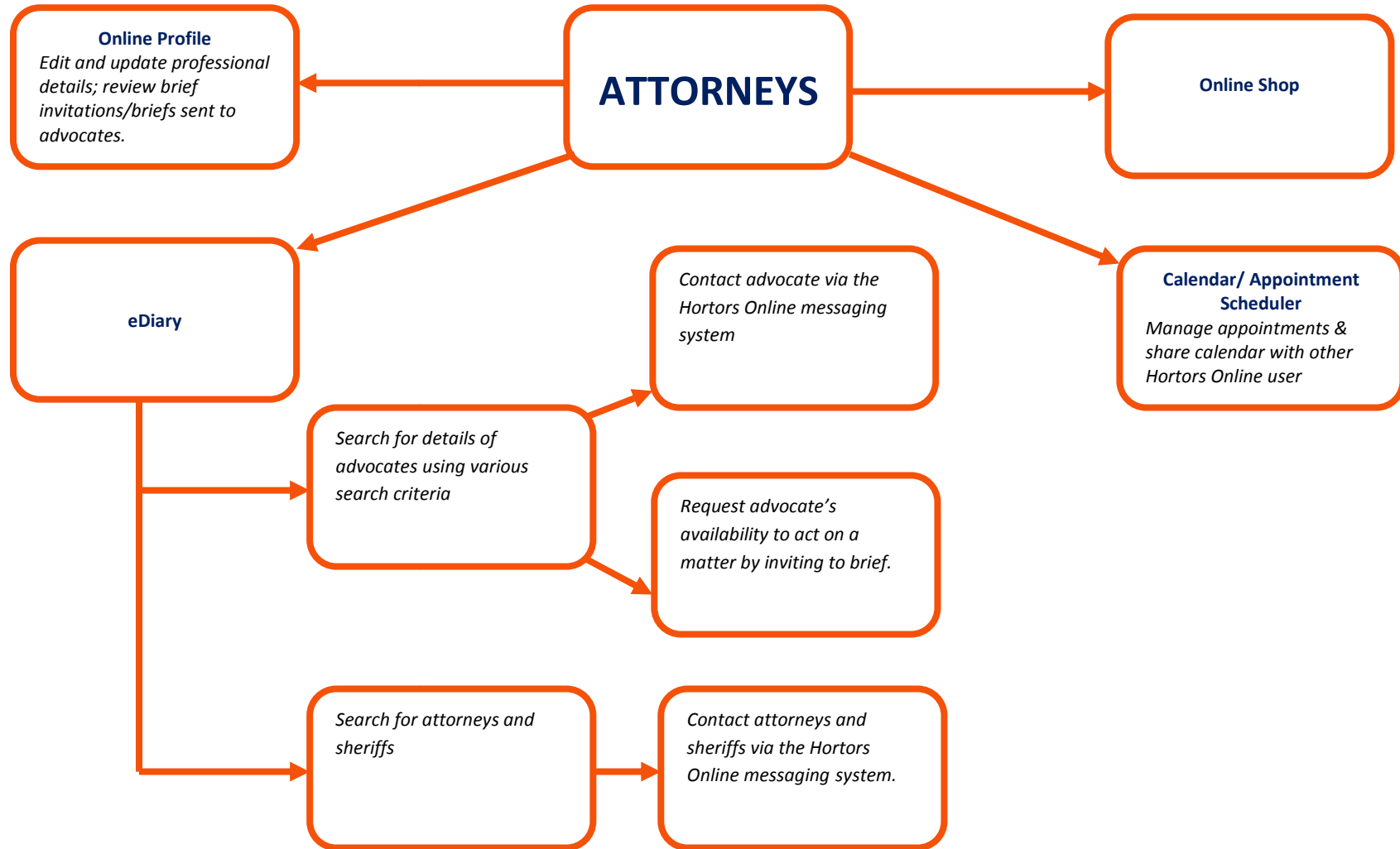
Hortors Online provides legal professionals and other industries with quick access to the details of attorneys, advocates, sheriffs of the court and the courts themselves. This online product has been created not only to make legal professionals more accessible to each other, but also to provide the man on the street with a legal online directory.

4. Hortors Online From Different Perspectives

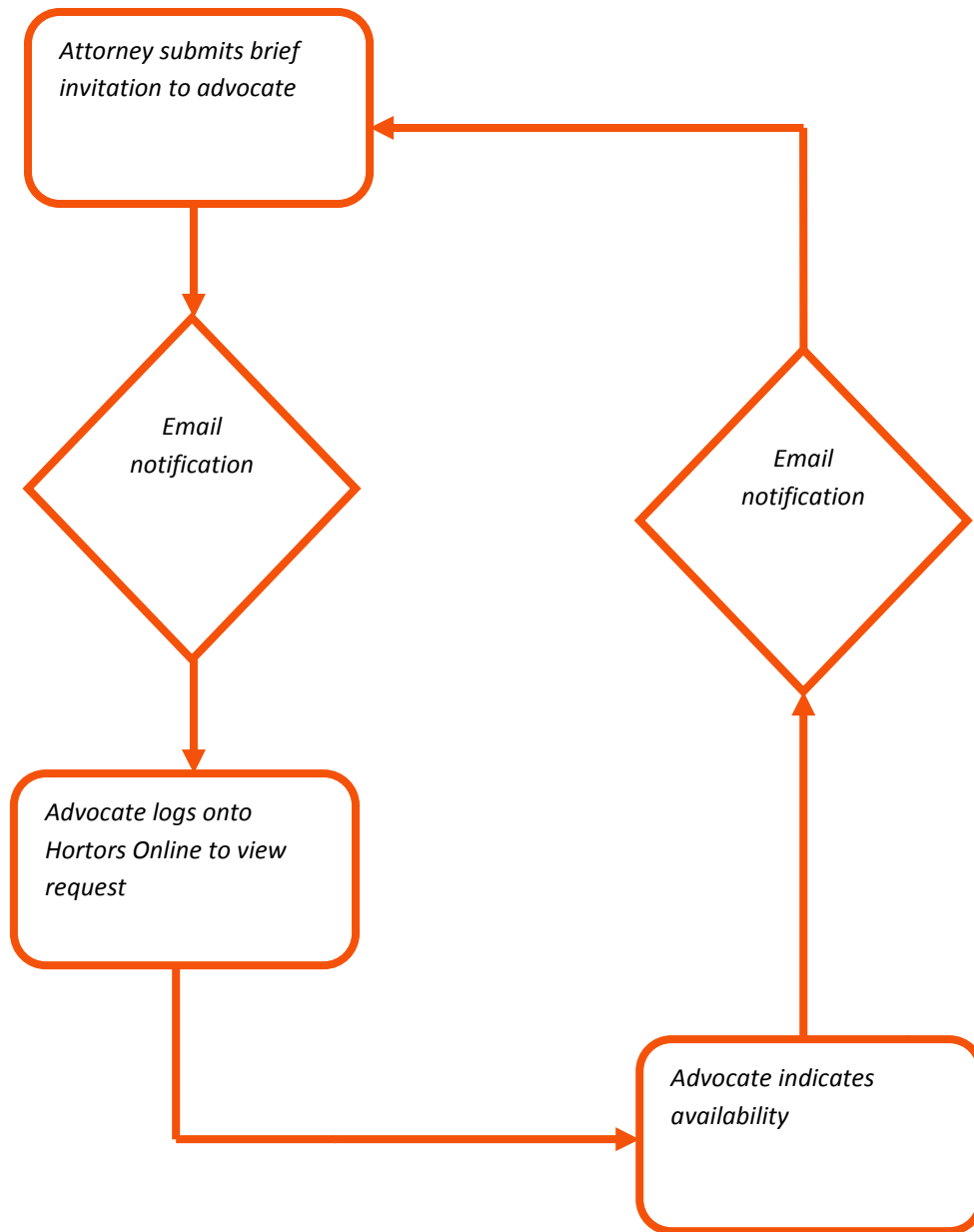
4.1. For Advocates



4.2. For Attorneys

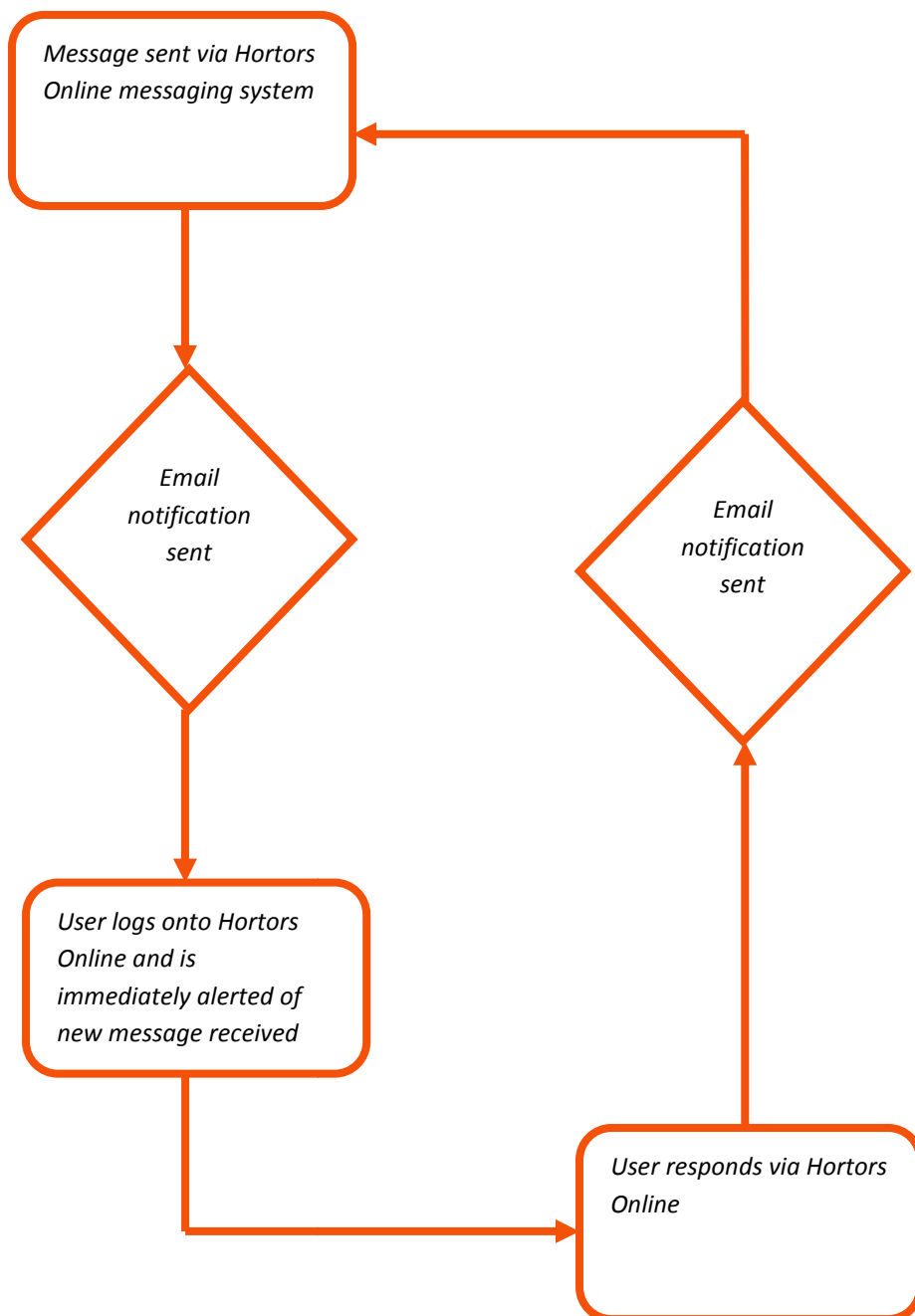


4.2.1. The Briefing process from Attorney to Advocate



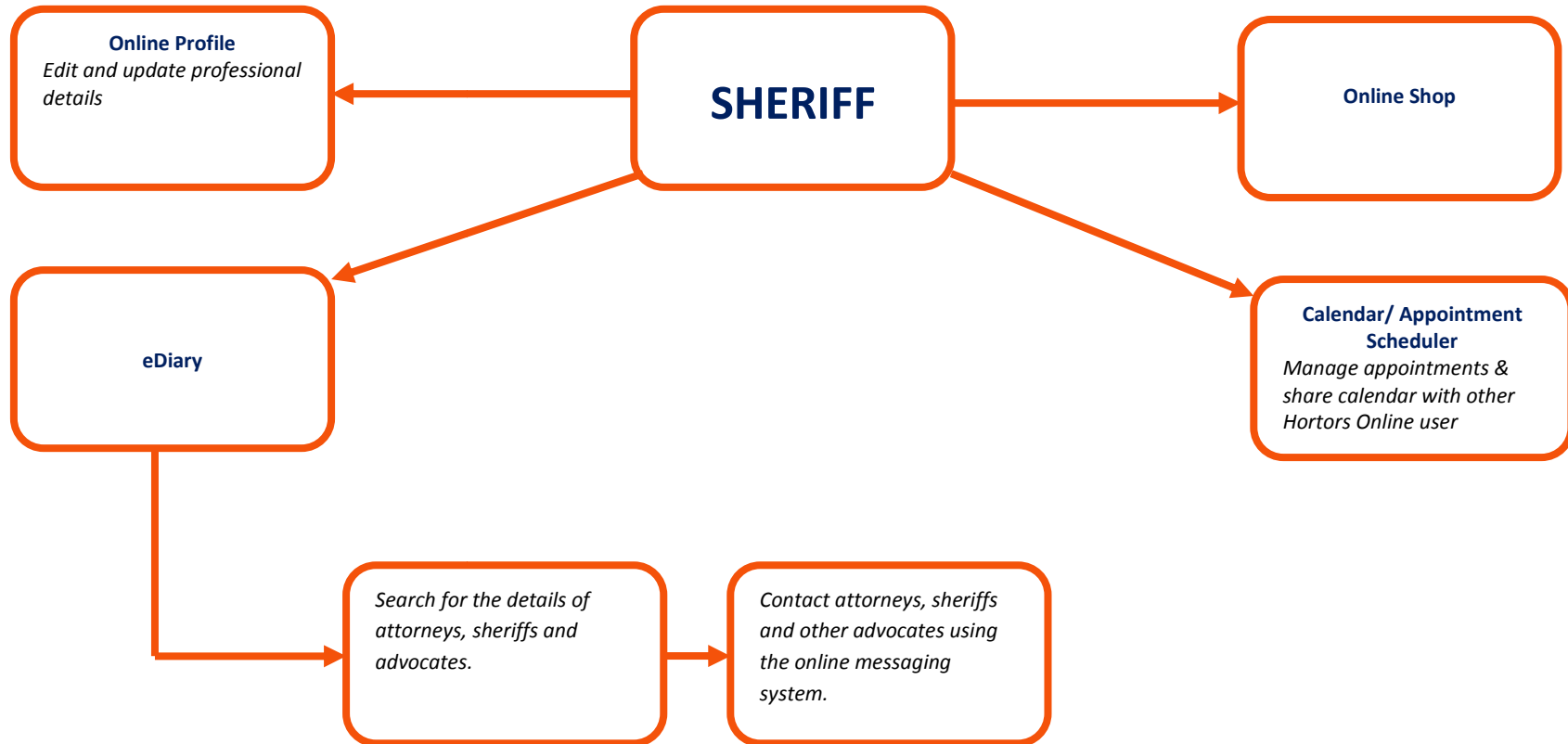
- After the above process has been followed, depending on the availability of the advocate, the attorney may then send a full brief to the advocate with attachments via Hortors Online.

4.2.2. Contacting attorneys/ advocates/ sheriffs via the Hortors Online search and messaging system

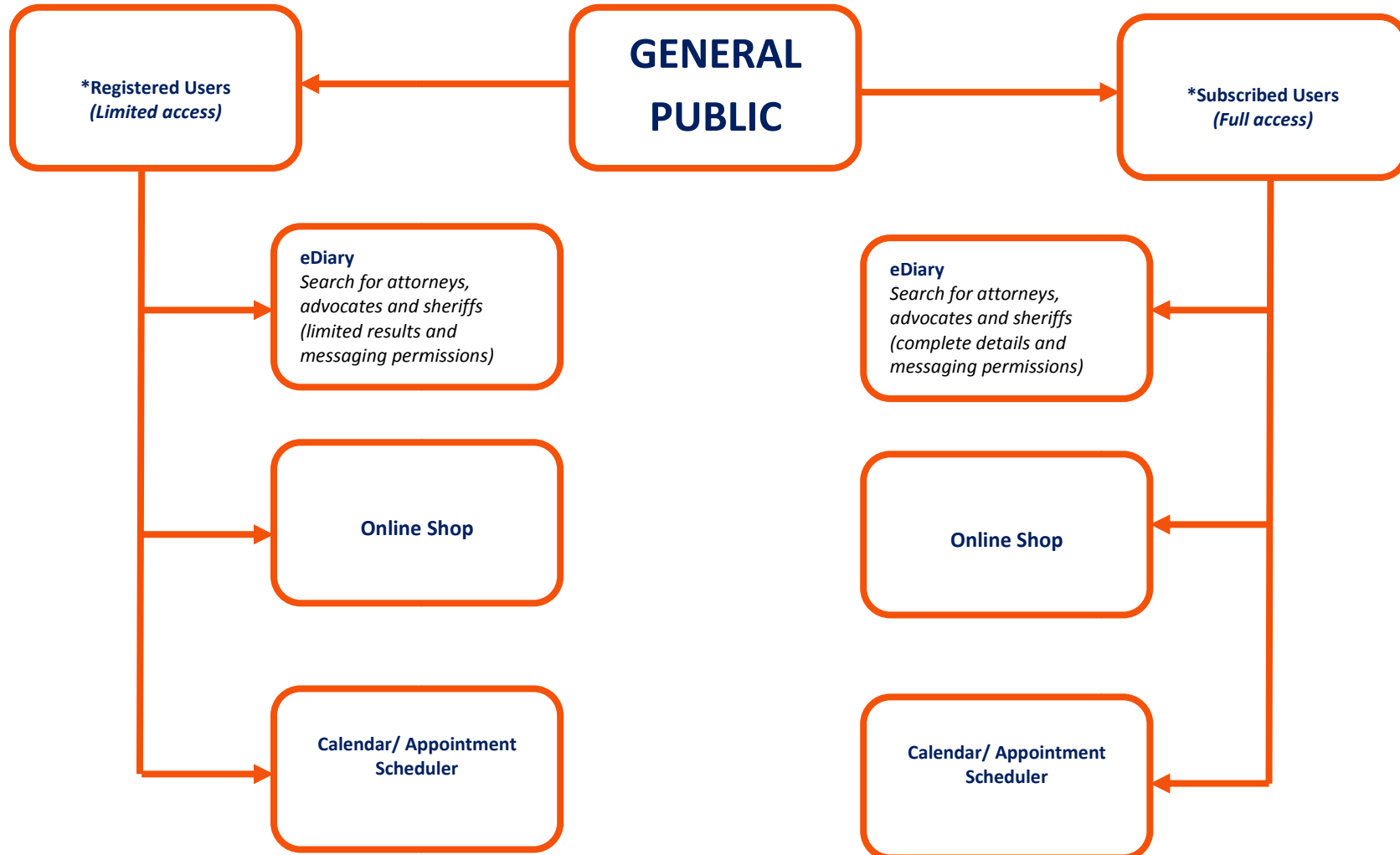


4.3. For Sheriffs

4.3.1. Sheriffs follow a similar process to the above groups. Access is shown in the Diagram Below and the Process in the figure below that.



4.4. General Public



Glossary:

*Registered Users – Users who have registered on Hortors Online, but have not paid the subscription fee;

*Subscribed Users – Users that have paid the Hortors Online subscription fee for full access.

5. Verification

5.1. For Attorneys, Advocates and Sheriffs

After registration, a verification process is followed in order to link the correct record from the Hortors Legal Diary database by the Hortors Diary Division.

This process is also used to ensure that the registered user is indeed a legal professional in their specified field. After being registered, the legal professional then has permission to edit and update their details.

6. Pricing

6.1. The Hortors Online application will be priced as follows:

- a) Single user – R780.00 for a 1 year subscription
- b) Additional Users - R280 for a 1 year subscription

Note: *eDiary stand-alone users will automatically be subscribed to Hortors Online. This subscription will run concurrently with that of their stand-alone eDiary.*