



Moving Components of an Amicus Attorney Installation

Applies to: Amicus Attorney (with or without Amicus Billing)

How to complete any of the following tasks at your firm:

- Moving the **Amicus Application Server** to another computer, or to a different folder or disk on the same computer (including, if necessary, moving SQL Server to a different computer at the same time)
- Moving the **Amicus Database Server only** (that is, the Amicus database instance of SQL Server) to another computer
- Simply **renaming the computer** that hosts the Amicus database instance of SQL Server
- Moving a user's **Amicus Workstation** to another computer

If you need assistance, contact [Amicus Technical Support](#) at 800-472-2289.

Moving the Amicus Application Server	2
Step A: Prepare the Amicus Server and back up your Firm Database	2
Step B: Reinstall Amicus Attorney	3
Step C: Restore your Amicus data	4
Step D: Set up users	6
Step E: Uninstall Amicus from the old Server	6
Moving the Amicus Database Server (SQL Server)	7
Step A: Prepare the Amicus Server and back up your Firm Database	7
Step B: Restore your Firm Database	8
Step C: Configure Amicus Firm Settings	9
Step D: Remove the old Amicus databases	9
Renaming the computer hosting SQL Server	10
Step A: Prepare the Amicus Server and back up your Firm Database	10
Step B: Rename your SQL Server	10
Step C: Configure Amicus Firm Settings	11
Moving an Amicus Workstation	12
Step A: Uninstall Amicus Attorney	12
Step B: If upgrading Windows on the computer	12
Step C: Reinstall Amicus Attorney	12

Moving the Amicus Application Server

To move your **Amicus Application Server** to another computer or to a different folder or drive on the same computer, complete the following steps. You might also be moving SQL Server (the Amicus Database Server) to a different computer at the same time. This procedure includes moving the Amicus Attorney workstation on the Server.

The new Server must be in the same domain or workgroup as the Amicus Workstations.

Step A: Prepare the Amicus Server and back up your Firm Database

- 1** Prepare the existing Server:
 - a.** Ensure that all Amicus Attorney users are logged out. (User access to Amicus Anywhere and TimeTracker, and Client access to the Portal, will also be affected.)
 - b.** In User Management, click Deny All to make sure all other users stay logged out.
- 2** Back up your Amicus and AmicusMedia databases from the old location to a location outside of the `\Amicus` folder, perhaps to an external location. These backups can be performed from Maintenance > Utilities in the Firm Settings view of the Office in Amicus (by clicking the Backup Now button), or by using SQL Management Studio. For details, see the *Administering the Database > Database Backup and Restore* topics in the Administrator Help.
- 3** Back up supplemental firm data that is outside of the Amicus core and media databases to an external location. This is necessary only if you store shared documents or customized Reports or Billing Templates under your `\Amicus\Amicus Attorney Server` folder.
 - **Custom Document Templates**—by default, in:
`\Amicus Attorney Server\DocumentAssemblyTemplates`
 - **Custom Reports (and Billing Templates)**
Basic Reports are stored in the following location:
`\Amicus Attorney Server\CrystalReportsTemplates`
Advanced Reports (and Billing Reports and Templates) are stored in the following location:
`\Amicus Attorney Server\SQLReportsTemplates`
 - **Shared documents**—Documents attached to Amicus Files or People may have been saved or moved to a location under your `\Amicus` folder. If using the Amicus-Managed Documents feature, the default document location is:
`\Amicus Attorney Server\SharedDocuments`
 - **Amicus Indexing Service**—If you'll have the same Documents Indexing (shared documents) path after the move, back up the following folder so you won't need to perform a full reindex later:
`\Amicus Indexing Service`



NOTE: It is not necessary to back up default Amicus templates or reports that you have not customized. These will be provided as part of the new installation.

If moving Amicus Application Server to a NEW computer (rather than just a different folder or drive on the same computer), and the Amicus Attorney Workstation installed on the current server is used by a Firm Member for day-to-day work, back up Workstation configuration data to a location outside of the Amicus folders. This is necessary only if you wish to move the Workstation to the new server.

- **Custom Dictionary and Spelling**—In the Windows Start menu, click Run, enter %appdata% and back up the \Amicus folder.
 - **Custom Sounds (if any)**—Back up any custom sound files from the following folder:
 \Amicus Attorney Workstation\Sounds *or*
 \Amicus Attorney Server\Sounds
- 4 Go to the Windows Control Panel, double-click Administrative Tools, double-click Services, and then disable all Amicus services: Amicus DailyCheck Service, Amicus Service Server, and Amicus ExchangeSync Service.
 - 5 Remove sharing and rights from the following folders:
 - \Amicus Attorney Server\DocumentAssemblyTemplates
 - \Amicus Attorney Server\MSSQL\Repl
 - \Amicus Attorney Server\SharedDocuments
 - \Amicus Attorney Server\SmartClient\Install

Step B: Reinstall Amicus Attorney

- 1 If moving to a NEW Amicus Database Server (the computer hosting SQL Server), ensure that a named instance of SQL Server (e.g. "AMICUS") is installed and configured appropriately on that new computer. SQL Server must be installed with Authentication Mode set to either **SQL Server Authentication** or **Mixed Mode** (Windows Authentication and SQL Server Authentication). Windows Authentication is not supported by Amicus. For full instructions, see the "SQL Server Readiness" and/or "Installing Runtime SQL Server" sections in the *Amicus Attorney Install Guide*, available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.
- 2 At the computer where you want Amicus Application Server to reside, install the application. This will create a new Amicus Attorney Server folder in the location of your choice. We recommend installing to [drive]:\Amicus\Amicus Attorney Server
- 3 If you wish to upgrade Amicus Attorney to a new version at this time, do so now. For details, see your appropriate *Upgrade Guide*.

If you aren't upgrading Amicus Attorney, ensure that you are running the exact same version as previously—if necessary, download and install any updates.



TIP: If you have an old Amicus Attorney disk that would require multiple updates to reach the proper version, contact [Technical Support](#) for assistance in downloading a more recent disk image.

- 4 Install Amicus Attorney Workstation on the server.
- 5 Log in to Amicus Attorney and ensure that Amicus is running okay.
- 6 If Amicus Mobile Server was uninstalled earlier, reinstall it. (See the *Amicus Mobile Guide*.)

For installation details, consult the *Install Guide*, available from our website.

Step C: Restore your Amicus data

- 1 *If moving to a NEW Amicus Database Server, copy your Amicus and AmicusMedia database backups to a temporary location on that new computer.*
- 2 At the Amicus Application Server, go to the Windows Control Panel, double-click Administrative Tools, double-click Services, and then stop all Amicus services: Amicus DailyCheck Service, Amicus Service Server, and Amicus ExchangeSync Service.
- 3 At the Amicus Database Server, use SQL Management Studio to do the following:
 - a. Restore the Amicus and AmicusMedia databases from your backups. Ensure that the location of your backup is correctly identified.
 - b. Select the “Overwrite the existing database” option.
 - c. *If moving to a different drive on a NEW Amicus Database Server (e.g. K: rather than C:), ensure that the new “Restore As” paths for the database files (.LDF and .MDF) are correct.*
 - d. Ensure that AmicusUser has Login Properties set to the sysadmin user role and including full rights to the Amicus and AmicusMedia databases.
- 4 At the Amicus Application Server, restore the custom/supplemental firm data (that you backed up earlier) to the corresponding new locations. This may include:
 - **Custom Document Templates**—by default, located in:
`\Amicus Attorney Server\DocumentAssemblyTemplates`
 - **Custom Reports (and Billing Templates)**—
Basic Reports are stored in the following location:
`\Amicus Attorney Server\CrystalReportsTemplates`
Advanced Reports (and Billing Reports and Templates) are stored in the following location:
`\Amicus Attorney Server\SQLReportsTemplates`
 - **Shared Documents**—We recommend that you use the same relative location as before. Otherwise you might need to adjust Firm Settings and Preferences accordingly.
 - **Amicus Indexing Service**—If you now use the same Documents Indexing (shared documents) path as before the move, restore the following folder:
`\Amicus Indexing Service`
- 5 If your Amicus Server is used by a Firm Member for day-to-day work (and you are moving their Amicus Workstation from the old location to the new location), copy their supplemental user data to the corresponding new location: Custom Dictionary and Spelling and Custom Sounds (if any).
- 6 Log in to Amicus Attorney (with the new Amicus Server name specified in the Login dialog) and ensure that the application is functioning properly. Note that if you upgraded Amicus Attorney, this initial login will take longer than usual, as the data is being updated.
- 7 Check that the Firm Settings are configured appropriately: General Firm Settings (including the Firm Record), shared documents and document template locations, e-mail settings, Firm News Page location, database backup location, etc.
- 8 Apply outstanding Amicus Attorney patches, if appropriate.
- 9 *If using SQL Server Reporting Services with Amicus, and moving Amicus Application Server to a NEW computer, configure SSRS on the new computer and publish the Reports. For details, see [Using SQL Server Reporting Services](#), available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.*

10 Ensure that full-text indexing works:

- If using the Amicus Indexing Service, and no longer use the same Documents Indexing path as before the move, then you didn't backup and restore the index. Instead, perform a full Reindex, from Firm Settings > Documents - Document Management.
- If using the Microsoft Indexing Service, add the "Amicus" Catalog to the Service, as follows:
 - At the Amicus Attorney Application Server, go to Windows Control Panel > Administrative Tools > Computer Management. (Or see your Microsoft documentation for instructions.)
 - In the navigation list at the left, go to Services and Applications > Indexing Service.
 - Stop the Indexing Service.
 - Right-click on Indexing Service and choose New Catalog.
 - Enter the name "Amicus" and set the location to your Amicus folder, e.g. C:\Amicus.
 - Restart the Indexing Service.



NOTE: The SQL Server included with your purchase of Amicus Attorney is licensed as Runtime-Restricted Use for your Amicus application only and cannot be used for this purpose.

Downloading and installing SQL Server Express:

Microsoft SQL Server 2008 Express is available as a free download from the following Web page:
<http://www.microsoft.com/express/sql/download/>

Choose the "Runtime with Management Tools" download. Follow the instructions shown on the download page.

Make note of the following SQL credentials that will be needed later:

- SQL Server name. If you have installed SQL Server Express, this will typically be in the format "<computer name>\SQLEXPRESS", where "<computer name>" is the name of the computer on which SQL Server Express is installed and "SQLEXPRESS" is the SQL instance name. If you are instead using a full-use version of SQL Server, you will need to get the SQL Server name from your System Administrator.
- System administrator name (typically "sa") and password.

11 In User Maintenance, click Clear Deny to allow all other users to log in.

12 Reset the server address information:

- a. In Firm Settings, click Maintenance - Utilities.
- b. In the bottom section, click the Reset button to reset the Amicus Server address.
- c. *If using Amicus Anywhere*, an email will be automatically sent to you and all other Amicus Administrators at your firm. Click the link in the email. (Only one Administrator needs to click the link.)

In the Amicus Anywhere login page that appears, the following text will be shown: "Your Amicus Server address has been reset. The reset may take up to 15 minutes to take effect and Amicus Anywhere users can log in."

Step D: Set up users

- 1 *If you moved the Amicus Server to a new computer with a different name, you must edit the Windows Registry at each Amicus Workstation in order to ensure that future updates are managed properly.*

To do this, choose Run on the Windows Start menu, enter `regedit` and press <Enter>.

Open the `HKEY_CURRENT_USER\Software\AbacusNext\Amicus Attorney` Registry Key, and update the Server Name in the `ServerInstallDir` entry:

`\\AmicusServerName\Install\Workstation`.

If you need assistance, please contact [Technical Support](#).

- 2 Advise users of the new Server Name if it is different.
- 3 Advise users of any changes they might need to make in their Preferences: shared documents and document templates locations.

Step E: Uninstall Amicus from the old Server

- 1 From Windows Add/Remove Programs at the server, uninstall the old Amicus Attorney Server (and Workstation). **CAUTION:** This deletes your old Firm Database and supplemental firm data. Be sure you have first backed up all your data.
- 2 *If Amicus Mobile Server is installed on this computer or another, uninstall it (from Windows Add/Remove Programs).*

Moving the Amicus Database Server (SQL Server)

To move the **Amicus database instance of SQL Server** to another computer, complete the following steps.

- You might be changing from an *embedded install* (in which both Amicus Application Server and the Amicus database are on the same computer) to a *split install* (in which the Amicus database is on a separate computer).
- Or, you might already have a *split install* and simply be moving the database from one separate computer to another.



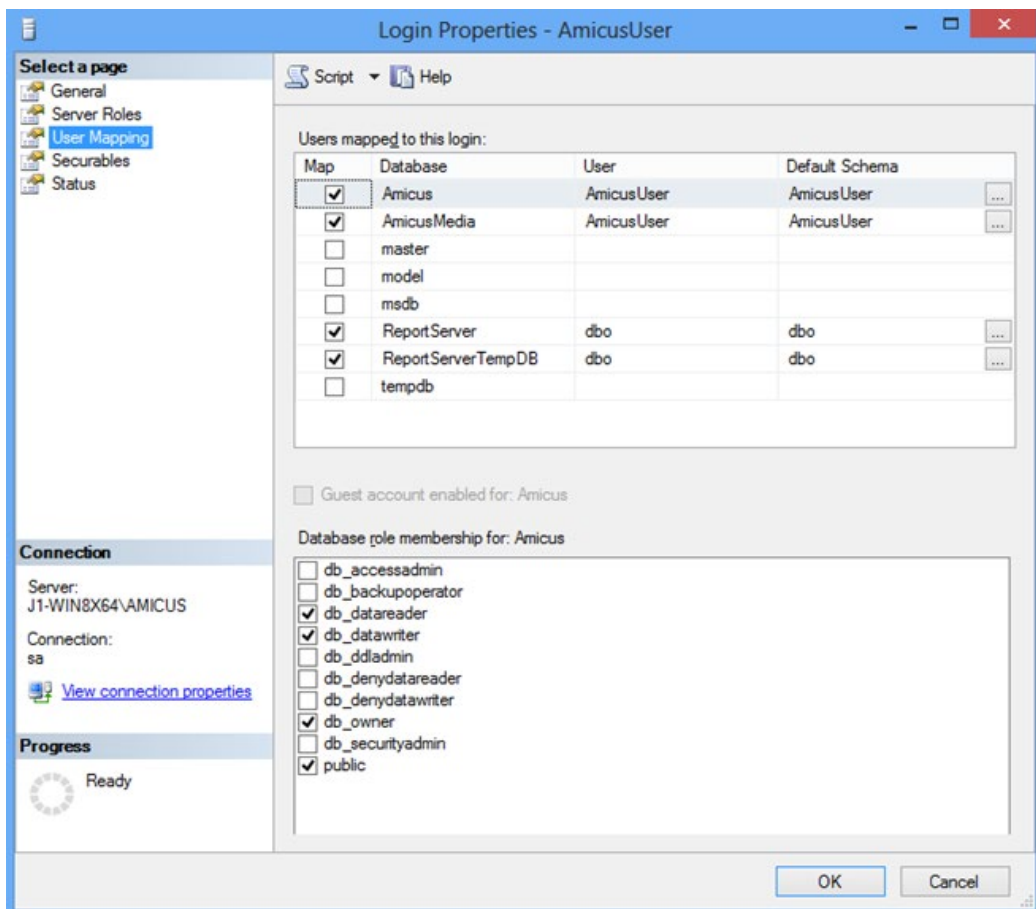
NOTE: This section describes how to move the Amicus Database Server alone. If you are moving it at the same time as moving the Amicus Application Server, see the preceding section instead.

Step A: Prepare the Amicus Server and back up your Firm Database

- 1** Prepare the existing Server:
 - a. Ensure that all Amicus Attorney users are logged out. (User access to Amicus Anywhere and TimeTracker, and Client access to the Portal, will also be affected.)
 - b. In User Management, click Deny All to make sure all other users stay logged out.
- 2** Stop the Amicus Services: Amicus Service Server, Amicus DailyCheck Service, and Amicus ExchangeSync Service.
- 3** Back up your Amicus and AmicusMedia databases from the old location. These backups can be performed from Maintenance > Utilities in the Firm Settings view of the Office in Amicus (by clicking the Backup Now button), or by using SQL Management Studio. For details, see the *Administering the Database > Database Backup and Restore* topics in the Administrator Help.

Step B: Restore your Firm Database

- 1 Ensure that a named instance of SQL Server (e.g. "AMICUS") is installed and configured appropriately on the new computer. SQL Server must be installed with Authentication Mode set to either **SQL Server Authentication** or **Mixed Mode** (Windows Authentication and SQL Server Authentication). Windows Authentication is not supported by Amicus. For full instructions, see the "SQL Server Readiness" and/or "Installing Runtime SQL Server" sections in the *Amicus Attorney Install Guide*, available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.
- 2 Copy your Amicus and AmicusMedia database backups to a temporary location on the new computer.
- 3 At the new Amicus Database Server, use SQL Management studio to do the following:
 - a. Create new Amicus and AmicusMedia in SQL and restore your backups to them.
 - b. Run the following script to create AmicusUser:
C:\Amicus\Amicus Attorney Server\MSSQL\Data\CreateAmicusUser.sql
 - c. Ensure that AmicusUser has Security > Login Properties set to the sysadmin user role and including full rights to the Amicus and AmicusMedia databases. If you need assistance, please call [Amicus Technical Support](#).



- 4 At the Amicus Application Server, go to the Windows Control Panel, double-click Administrative Tools, and then double-click Services. Right-click Amicus Server Service in the list and choose Properties. In the Start Parameters field:
`/DBS SQLServerName/InstanceName`
change the SQL Server Name to the new name.
Then click Start in the dialog.
- 5 Start the other Amicus Services as well: Amicus DailyCheck Service and Amicus ExchangeSync Service.
- 6 Log in to Amicus Attorney and ensure that it is functioning properly. Note that this initial login will take longer than usual, as the data is being updated.
- 7 In the General > Firm Basics dialog of Firm Settings, click the Refresh button to rebuild the Tutorial files.
- 8 Apply outstanding Amicus Attorney patches, if appropriate.

Step C: Configure Amicus Firm Settings

- 1 *If using SQL Server Reporting Services with Amicus:*
 - a. Ensure that the SQL Server (AMICUS) service logon account has read rights to the templates folder on the Amicus Application Server:
`C:\Amicus\Amicus Attorney Server\SQLReportsTemplates`
 - b. Configure SSRS on the Amicus Application Server and publish the Reports. For details, see [Using SQL Server Reporting Services](#), available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.
- 2 Database Backup settings:
 - a. Ensure that the SQL Server (AMICUS) service logon account has full rights to the backup path.
 - b. From Firm Settings > Utilities, ensure that SQL Server Name shows the new SQL Server.
 - c. Check that Backup Now button works.
- 3 Tutorial settings:
 - a. Ensure that the SQL Server (AMICUS) service logon account has full rights to the tutorial folder on the Amicus Application Server:
`C:\Amicus\Amicus Attorney Server\MSSQL\Data.`
 - b. From Firm Settings > Utilities, click Refresh to create the tutorial database.
- 4 In User Maintenance, click Clear Deny to allow all other users to log in.

Step D: Remove the old Amicus databases

When desired, delete the old Amicus and AmicusMedia databases and, if appropriate, uninstall the old SQL Server.

Renaming the computer hosting SQL Server

To simply rename the computer hosting SQL Server, complete the following steps.

Step A: Prepare the Amicus Server and back up your Firm Database

- 1 Prepare the Server:
 - a. Ensure that all Amicus Attorney users are logged out but remain connected to the network. (User access to Amicus Anywhere and TimeTracker, and Client access to the Portal, will also be affected.)
 - b. In User Management, click Deny All to make sure all other users stay logged out.
- 2 We recommend that you back up your Amicus and AmicusMedia databases. These backups can be performed from Maintenance > Utilities in the Firm Settings view of the Office in Amicus (by clicking the Backup Now button), or by using SQL Management Studio. For details, see the *Administering the Database > Database Backup and Restore* topics in the Administrator Help.
- 3 Stop the Amicus Services: Amicus Service Server, Amicus DailyCheck Service, and Amicus ExchangeSync Service.

Step B: Rename your SQL Server

- 1 Rename the computer hosting the SQL Server.
- 2 In SQL Management Studio, run the following query to inform SQL Server of the name change:

```
sp_dropserver 'OldSQLServerComputerName '\ InstanceName '  
GO  
sp_addserver 'NewSQLServerComputerName '\ InstanceName '  
GO
```

where the *InstanceName* is typically "AMICUS".

- 3 Run the following query to check that the SQL Server name was changed:

```
SELECT @@SERVERNAME  
SELECT SERVERPROPERTY ( 'NewSQLServerComputerName ' ),  
SERVERPROPERTY ( 'InstanceName ' )
```

where the *InstanceName* is typically "AMICUS".

- 4 Restart the SQL Server computer.
- 5 At the Amicus Application Server, go to the Windows Control Panel, double-click Administrative Tools, and then double-click Services. Right-click Amicus Server Service in the list again and choose Properties. In the Start Parameters field:

```
/DBS SQLServerName/InstanceName
```

change the SQL Server Name

Then click Start in the dialog.

- 6 Start the other Amicus Services as well: Amicus DailyCheck Service and Amicus ExchangeSync Service.
- 7 Restart the Amicus Application Server computer.
- 8 Log in to Amicus Attorney and ensure that it is functioning properly.

Step C: Configure Amicus Firm Settings

- 1** *If using SQL Server Reporting Services with Amicus*, configure SSRS and publish the Reports. For details, see *Using SQL Server Reporting Services*, available from the [Amicus Attorney Technical Resource Guides/Updates](#) section of our website.
- 2** Database Backup settings: From Firm Settings > Utilities, ensure that SQL Server Name shows the new SQL Server name.
- 3** In User Maintenance, click Clear Deny to allow all other users to log in.

Moving an Amicus Workstation

To uninstall an existing user's Amicus Workstation and then reinstall it onto that same computer or another, complete the following steps.

Step A: Uninstall Amicus Attorney

- 1 Log out of Amicus Attorney.
- 2 If you wish to preserve the supplemental user configuration data, copy it to an external location:
 - **Custom Dictionary and Spelling:** In the Windows Start menu, click Run, enter %appdata% and navigate to the \Amicus\ folder. Copy this folder, which contains the Custom Dictionary (AmicusDictionary.dic) and the Spelling Auto-Text and Exceptions lists (wordsubstitutions.sub).
 - **Custom Sounds (if any):** Copy any custom sound files from the following folder:
\\Amicus Attorney Workstation\Sounds
- 3 If any local documents are referenced as Amicus Documents, back up those local documents with their folder structure.
- 4 Uninstall Amicus Attorney Workstation—use the Windows Add/Remove Programs function. Follow the onscreen instructions.

Step B: If upgrading Windows on the computer

If upgrading Windows on the current computer, do so at this point.

Step C: Reinstall Amicus Attorney

At the computer where you wish Amicus Attorney Workstation installed:

- 1 Log onto the workstation as a user with Windows “Administrators” or “Power Users” Group rights.
- 2 Run Setup.exe located in the \\[Amicus Server Name]\Install\Workstation shared folder on your Amicus Application Server. Follow the onscreen instructions. We recommend installing to [drive]:\Amicus\Amicus Attorney Workstation.



NOTE: Do NOT install to [drive]:\Program Files\Amicus Attorney.
For installation details, see your *Install Guide*, available from our website.

- 3 Install and configure any desired workstation-related third-party links.
- 4 Copy the backed up supplemental user configuration data (Custom Dictionary and Spelling lists and Custom Sounds) to the corresponding new location, if appropriate.
- 5 Copy the backed up local documents and folder structure to the new computer, if appropriate.
- 6 Apply outstanding Amicus Attorney patches, if appropriate.
- 7 Log in to Amicus Attorney.



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