

Law Firm Technology Checklist

Digitize Today for Profitable Tomorrow





The Modern Law Firm Checklist

Technology has never been a more integral part of running and growing a law firm. To thrive today and in the future, firms must support remote work, secure their data, and cater to client convenience. Here are the essential criteria that elevate a firm into higher productivity and profit or challenge them in a time of crisis.

Are you streamlining operations and reducing costs through automation?

Yes No

Automation will reduce manual errors and improve compliance and efficiency. By digitizing workflows, your staff can focus on profit-driving work rather than spending hours on administrative upkeep.

Have you eliminated paper and storage?

Yes No

Documents are the lifeblood of any firm, which means offices can quickly fill up with paper files. Going digital reduces the need for physical storage, but also improves version control and ensures everyone has the most accurate and current information at their fingertips any time they need it.

Are you informed about new legislation and data privacy compliance requirements?

Yes No

State and federal regulations continue to evolve, with new bills and requirements for specific regions and types of data. To ensure your firm secures and transmits data correctly, choose a solution that does the heavy compliance lifting for you.

Can you support remote staff?

Yes No

In the new version of normal, your staff and partners are likely to work from a variety of locations – and use different operating systems and devices. The easiest way to reduce friction and productivity delays while unlocking remote access to firm resources is moving to the cloud.

Streamline operations and reduce costs



Is your firm future-proof so you can adapt and scale and grow?

Yes No

Do you have the ability to do capacity planning? Are you able to see how many available staff hours you have or when you might need to add staff to cover the work that you currently have in the pipeline? Modern technologies can both help you get a handle on what work needs to be done while helping you to identify opportunities to expand your client base.

Is your client and financial data secure?

Yes No

Collecting, storing, and sharing sensitive data is critical. One breach can put a practice out of business. Look for a solution that offers secure client communication and document exchange with AES 256-bit encryption of data in transit and at rest. Role-based access to client/case information starting with the “zero trust” model is also a must.

Do you have the tools to build a strong virtual client relationship?

Yes No

Traditionally, law firms deliver a high touch service model, now we are forced to rethink that service model and adapt it to our new normal. Offering an exceptional online client experience is a must to stay competitive. Secure client portals, web scheduling, 24/7 status updates, and digital document management enable you to provide the personalized service and security your clients need.

Do you offer electronic payment options?

Yes No

Electronic billing is changing the game with both law firms and their clients. Web, email, and mobile payment options make it easy for clients to pay invoices, while emailed invoices and payment reminders can accelerate collections for your firm.

Does your business management solution integrate with other tools?

Yes No

Integration with popular platforms like QuickBooks, Office 365 and other tools reduces duplicated work and the need to jump between systems. Staff can work faster and deal with one shared database while simplifying workflows.

Secure access to information any time, anywhere

Does your software handle most or all the functions you need or are you patching together multiple platforms?

Yes No

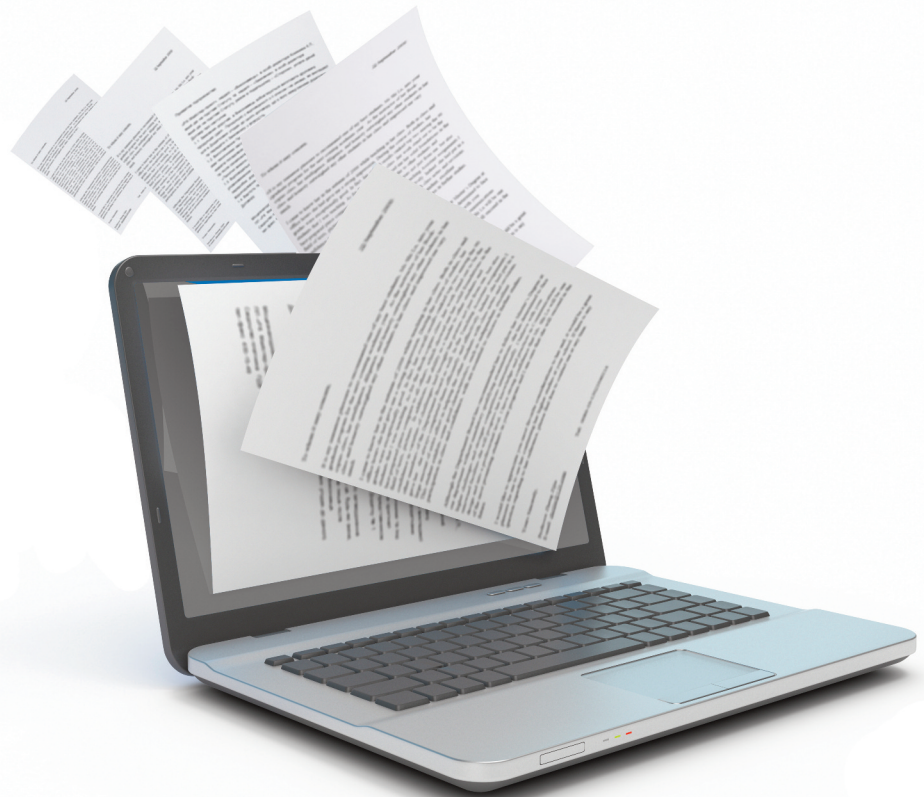
A patchwork of different tools each designed for a different function is costly, overly complex, and ineffective. Look for a solution that is robust enough to deliver everything you need, such as calendaring, workflow, email integration, accounting, document management, billing, and time tracking, as well as secured, anywhere/anytime access.

Is your solution tailored to your needs?

Yes No

Depending on your practice, size and budget, your firm likely has some unique needs. Look for a solution that can tailor deployment options and deliver custom configurations and data migration in a way that solves your challenges. Look for a choice of private, public or hybrid cloud environments and on-premise options, and experts who can analyze your needs and design a customized bundle.

*Integrate with
common apps
and platforms*



Your Score

0-3

If you said “Yes” to 3 or fewer of the above questions, your firm probably lacks the collaboration and cloud capabilities to successfully navigate our new remote era. Trying to virtually manage a busy during the pandemic has no doubt proved a challenge, but you’ll also likely face bigger roadblocks down the road when competing with the speed and client-centric service of tech-friendly firms.

4-7

If you answered yes to about half the questions here, you are on your way to running an efficient, cloud-based law firm that appeals to both staff and clients. However, you may also lack some essential traits such as state-of-the-art security or 24/7 access to information. You may have embraced some remote capabilities, but you may still deal with too many paper documents and your data may be at risk. With a few changes, you can improve your ability to protect your information, increase productivity and cultivate remote collaboration.

8-11

Your firm understands that remote capabilities are the key to being flexible, efficient and client focused. You have adapted to new modalities for firm/client interaction and understand how to support staff and clientele in different locations. Just be sure you are using the right software to get the most ROI for your efforts. By staying current on new software innovations and compliance requirements, you can position your practice for continued success.

Interested in finding out more about how small and medium sized law firms are solving challenges today and creating a profitable future for tomorrow? Speak to our technology experts to show you how.

About Black Rock Technologies

Black Rock Technologies is the leader in bridging the gap between business needs + operations and IT – driving successful outcomes with the right technology setup and ongoing plan. We’re invested in your ongoing success., including world-class security and anywhere, anytime access to information. Modern law firms have the tools they need to achieve compliance, eliminate paper, reduce operational costs, and increase profitability – so they can focus on delivering exceptional client service.

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