

How TimeSolv Helps Virtual Paralegals & Attorneys Work Smarter

Virtual paralegals have quickly become a valuable part of the legal industry. Often working on a contract basis, these highly trained professionals help attorneys handle cases and keep their workloads under control.

Virtual paralegals attorneys provide attorneys with a variety of extremely valuable services. From case-related tasks, like conducting legal research and drafting pleadings to the important administrative task of client invoicing. With so many responsibilities and so little time, attorneys and virtual paralegals need effective tools that help them handle tasks in an efficient and profitable manner. TimeSolv legal billing software is one of those tools.

With numerous features and capabilities, TimeSolv helps virtual paralegals and lawyers work smarter instead of harder. Let's take a closer look:

#1 Time Tracking

With TimeSolv's time tracking feature, virtual paralegals and attorneys can quickly and easily track all of their billable and nonbillable time. Its user-friendly app can be accessed from any smartphone or tablet, so users can track time as soon as tasks are completed instead of waiting until the end of the day, the week, or the billing period.

This convenient time tracking option promotes accurate and complete tracking, so don't leave valuable minutes or hours on the table. Time tracking can be a tedious undertaking, requiring a lot of time and effort, but not with TimeSolv. Their software provides virtual paralegals and attorneys with the tools they need to track time in a complete, accurate, and efficient manner.

#2 Data Security

The safekeeping of client data is of utmost importance within the practice of law. Attorneys have a professional duty to protect the confidentiality of client information. For virtual paralegals, their client attorneys want to feel confident that client data and firm information will be maintained in a safe and secure fashion.

TimeSolv addresses these fears with state-of-the-art security provisions. Hosted by an Amazon Web Services (AWS) data center, TimeSolv's platform is highly encrypted with a 256-bit SSL used for data transmission between your browser and their data center. AWS maintains SSAE-16 (formerly SAS 70) compliance with Service Organization Control (SOC) comprising SOC 1, SOC 2, and SOC 3 compliance reports, as well as being ISO 9001 certified. Their PCI DSS compliance provides attorneys and virtual paralegals with tools they need to securely protect client data.

Reliability is also part of TimeSolv's security measures. The company maintains an agile development environment that provides almost 100% uptime. There is no need to stop work for necessary updates or gamble security needs on outdated software. TimeSolv performs updates remotely at no additional cost, and with minimal interruption of service.

#3 Document Management

An efficient law practice requires organization and order. With its state-of-the-art document management feature, TimeSolv helps attorneys and virtual paralegals keep client documents organized within a secure cloud environment. The software allows for the attachment of documents to projects and matters for easy identification and access.

Tags and folders are also available for additional organization and improved interactions between law firm attorneys, virtual paralegals, and clients. With TimeSolv's document management feature, users can additionally save numerous versions of documents, so its easy to see who has edited documents and differentiate between various versions.

#4 Accurate Expense Tracking

Client expenses can quickly add up, especially with complicated case matters. Virtual paralegals should not be held accountable for expenses incurred on behalf of attorney clients, and attorneys should not have to pay for expenses incurred on behalf of their clients. In order to be fully reimbursed for client expenses, law firms need to maintain expense records in an organized, accessible, and comprehensible manner. With TimeSolv's expense tracking feature, lawyers and paralegals can quickly track and document expenses, even without an internet connection.

5 Integrations

System integration contributes to the efficiency of legal practice. When law firms use various applications that do not cooperate with each other, it negatively affects employee productivity. Lawyers and virtual paralegals need software options with integration capabilities. These features can lead to significant cost savings and increased business productivity.

TimeSolv offers extensive integration capabilities to help users easily sync data with various platforms, including:

- Quickbooks
- Xero Accounting
- Dropbox
- Net Documents
- Dropbox
- Microsoft 365
- AccountEdge

#6 Efficient and Timely Invoicing

TimeSolv's streamlined billing system allows attorneys and virtual paralegals to get invoices out faster with flexible templates and automation options that simplify the billing process. From custom narratives and easy-to-apply discounts to LEDES billing and automatic tax calculations, TimeSolv provides an efficient and easy billing process. With this tool, virtual paralegals can provide accurate invoices to their attorney clients in a timely manner, so attorneys can efficiently provide their clients with invoices for payment.

#7 Project Management Tools

TimeSolv's project management features help attorneys and virtual paralegals effectively handle numerous projects and matters at once for greater profitability. These tools are particularly valuable for virtual paralegals working with numerous law firms at one time.

Comprehensive project management help users easily keep on schedule while handling a number of necessary tasks. With a convenient platform, users can break projects down by task and easily monitor progress along the way. It also allows for the setting of time and billed hour limits to consistently keep users on a budget.

Essential Tech Skills Every Paralegal Needs

Virtual paralegals play a critical role in keeping cases organized, deadlines on track, and billing accurate. But without the right technical skills, even routine tasks can slow down workflows and create costly errors.

The most effective paralegals are not just organized. They are fluent in the tools that drive modern legal operations.

1. Time Tracking and Billing Software Proficiency

Paralegals often capture a significant portion of billable time. Knowing how to accurately log time, assign it to the correct matter, and support invoice generation is essential.

Key capabilities include:

- Entering time in real time or reconstructing it efficiently
- Categorizing billable vs non billable work
- Reviewing entries for accuracy before billing

Missed or inaccurate time entries directly impact firm revenue. Strong billing habits help ensure every minute of work is accounted for.

2. Trust Accounting and Payment Tracking

Handling retainers and client funds requires precision and compliance awareness. Paralegals should understand:

- How trust accounts differ from operating accounts
- How to track client balances by matter
- How payments are applied to invoices

Even if they are not responsible for final reconciliation, their daily entries must be accurate to avoid downstream issues.

3. Document Management and Cloud Collaboration

Virtual work depends on fast, secure access to documents. Paralegals should be comfortable with:

- Cloud-based document storage systems
- Version control and file organization
- Sharing documents securely with attorneys and clients

Strong document workflows reduce delays and prevent duplication of work.

4. Legal Software and Integrations

Modern firms rely on connected systems, not isolated tools. Paralegals should be able to work across:

- Practice management platforms
- Billing and invoicing tools
- Integrations with systems like QuickBooks or Microsoft 365

Understanding how data flows between systems helps reduce manual entry and errors.

5. Reporting and Data Awareness

Paralegals increasingly contribute to firm performance by maintaining clean, usable data. Basic reporting skills allow them to:

- Review time entry summaries
- Identify missing or inconsistent data

- Support attorneys with matter-level insights

Accurate data improves billing, forecasting, and decision-making across the firm.

6. Client Communication Tools

Virtual paralegals are often a key point of contact for clients. They should be comfortable using:

- Secure client portals
- Email and scheduling platforms
- Online payment systems

Clear, timely communication improves client satisfaction and speeds up the billing cycle.

How TimeSolv Supports Paralegal Efficiency

When paralegals have the right tools, they spend less time on administrative work and more time supporting attorneys and clients.

TimeSolv helps by:

- Making time entry fast and accessible from anywhere
- Connecting billing, payments, and matter data in one system
- Providing clear visibility into client balances and activity
- Reducing manual reconciliation and duplicate data entry

This allows paralegals to work more efficiently while helping firms capture more billable time and improve cash flow.

Why These Skills Matter

Firms that invest in paralegal tech skills gain a measurable advantage. Work moves faster, billing is more accurate, and fewer tasks fall through the cracks.

Without these skills, firms risk:

- Lost billable hours
- Billing delays
- Data inconsistencies
- Compliance gaps

With them, paralegals become a central driver of efficiency and profitability.

TimeSolv Helps Lawyers and Virtual Paralegals Grow their Businesses

TimeSolv legal time tracking and billing software provide lawyers and virtual paralegals with the tools they need to increase profitability and grow their businesses while working smarter and more efficiently. To find out more about all that TimeSolv has to offer, click [this website link](#) for a no-obligation free trial.

About Erika Winston:

Erika Winston is a freelance writer with a passion for law. Through her business, Personal Touch Edits, she helps legal professionals deliver effective written messages. Erika is a regular contributor to [TimeSolv](#) and a variety of other publications.