Ten Technologies and Products that Make Managing a Law Firm Easier

Managing a law office is no easy task, especially when you lack the necessary tools. Inadequate resources can leave attorneys feeling frustrated, stressed, and ill-equipped to keep their firms moving in the right direction.

But law firm management doesn't have to be difficult, especially with these ten technologies and products that make law office management a little easier to handle.

#1 Accounting Software

Law firm leaders should not spend excessive amounts of time on accounting tasks. While some lawyers still prefer paper accounting systems, others rely on accounting software that is not tailored to the practice of law. If one of these circumstances describes your firm, it's time to upgrade your accounting software.

The right accounting platform can help your firm with numerous tasks. Expense tracking gives you a clear picture of where the firm's money is being been spent. With trust accounting, you can efficiently collect, track, and reconcile funds going into and out of client trust accounts, while complying with state-specific rules and responsibilities.

#2 Streamlined Payments

Streamlined payment options help your law firm get paid quickly and completely, lessening the number of outstanding accounts and overdue statements. With a streamlined invoicing process and online payment options, law firms can promote faster payments that result in greater profitability for your firm.

#3 Cloud-based Systems

Antiquated on-premise software systems cost lawyers time and revenue. That's why more firms are turning to innovative cloud-based options. With cloud-based software, your firm benefits from an elevated level of security with your data stored on remote servers managed and maintained by the service provider. These professionals work hard to keep their servers secure from physical and cyber-related attacks, employing security experts who focus on identifying potential threats and preventing attacks.

Cloud-based software also provides legal professionals with a greater level of mobility. Whether at the courthouse or out to lunch with a client, cloud-based software allows attorneys to retrieve the files they need when and where they need them.

#4 Time Tracking Software

Time tracking is the bread and butter of a law firm. Even firms that bill on a flat fee basis need time tracking to gain a clear view of where the hours of the day are being spent. The right time tracking tools make it easy for all timekeepers to quickly track their tasks from virtually anywhere in the world, leading to improved timeliness and accuracy. TimeSolv legal time tracking offers a platform that allows for tracking from a desktop computer or a mobile device.

#5 Calendaring System

Adequate legal calendaring is imperative for law firms to thrive and grow. Missed deadlines can lead to unhappy clients, poor client services, and even bar complaints. They can also mean the difference between a successful case outcome and a case dismissal.

The right legal calendaring allows for integration with other case information, including client contact information and case notes. These features promote improved workflow and productivity among firm members, while also keeping them informed about appointments and deadlines.

It should also synchronize across multiple platforms, so your attorneys can receive immediate and accurate updates no matter when or how they access their calendars.

#6 Law Office Management Software

An effective law office management system is essential for ensuring that your law firm functions efficiently with minimal disruptions. With good legal case management software, lawyers can easily track and manage all of their cases. They can store information relevant to a case in one centralized location, which promotes accessibility.

With law office management software, firm leaders can use pre-established formats to distribute tasks among firm members. This saves valuable firm time that would be spent on meetings to discuss cases and assign necessary tasks. Law office management software also allows law firms to easily track case progress and timely identify any issues.

#7 Reporting

Lawyers need accurate data to make strategic business decisions for their firms. The lack of regular financial reporting can result in missed business opportunities and the transformation of small issues into huge problems.

Reports provide attorneys with the insights they need to stay knowledgeable about sales, expenses, marketing, and more. This information can be used to gauge the profitability of practice areas, track financial trends, and create effective firm budgets.

TimeSolv legal billing offers more than 30 reports with data pertaining to all aspects of legal practice. With the capability to access all of this data, you have all the information you need to evaluate your firm's performance.

#8 Client Portals

TimeSolv's Client Portal allows law firm clients to independently review work being done on their cases. This not only improves the client experience; it also saves lawyers from having to constantly answer routine questions. Clients can log in to view their account balances, old invoices, and work in progress.

#9 Payroll Management

Payroll management can be a complicated and time-consuming process for small law firms. It must be consistently processed on time and accurately. For the small firm owner, payroll is another administrative task on a long to-do list.

With the right online accounting software, law firm leaders can automate their payroll to complete the process quickly and accurately. Some options automatically sync payroll functionality with time-tracking and expense apps, so firm leaders can complete the payroll process with a simple click of the mouse.

#10 Document Automation

Process automation is the use of technology-enabled systems to perform law office processes and procedures with minimal human assistance.

Automation tools can streamline law offices for maximum efficiency and quality service delivery. From standard correspondence to complex contracts, automation can significantly reduce the time and effort needed to generate documents.

These tools can also help improve your legal documents by reducing the likelihood of human error. With document automation, lawyers can easily create engagement letters, contracts, and more.

Make Law Office Management Easier to Handle

If office management is a challenge within your law firm, these technologies and products may offer the effective solutions you need. To learn more about the tools and features offered by TimeSolv, click here for a 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.