

Turnkey / Startup Services



Starting your own law practice provides you with many exciting opportunities:

- > Freedom to control client representation and relationships according to your own philosophy.
- > Ability to create your own identity in the profession while enjoying the gratification of building a practice that is genuinely “yours”.
- > Elimination of the politics of larger firms.
- > Discretion to define economic relationships with other lawyers where co-counseling relationships are necessary or desired.
- > Relate more closely to entrepreneurial-minded clients and prospective clients as a peer.
- > Build equity that will represent a potentially saleable asset at the time of your retirement.
- > Have increased flexibility and self-determination in career, lifestyle and family choices.

Example Checklist for Going Operational

- > Entity formation
- > Financial systems
- > Creating the business plan
- > Considering location, furnishings and general infrastructure
- > Marketing
- > IT software, communication and hardware considerations

Why ProLegal?

Starting a new practice takes an extraordinary effort as you continue to practice law and establish yourself independently in the process. Our team can help you reach your goal of hitting the ground running successfully. Listed to the right are some basic examples of matters that need to be considered to launch a practice. We walk through each fundamental step with you and explore a variety of options to discern which deliver the best result at the lowest cost. Our leveraged experience, relationships and purchasing ability often lead to fast implementation at a low price point. While there is a charge for our services, many times the final cost to get established can be less as a result of partnering with us. With ProLegal, you tap into systems, not just people, and often times you can simply pay for what you use.



Practice Management



Partner with a sustainable team of ProLegal professionals to manage each core business function:

- > Initial assessment
- > Strategic planning
- > Operational plan and budget development
- > Monthly reporting against plan and budget
- > Collaboration with firm's managing partners or governing board
- > Employ all non professional staff
- > Responsible for all administrative services and office operations

TYPICAL BUSINESS FUNCTIONS SURROUNDING LAW FIRMS



Why ProLegal?

Every day managing partners are squeezed to oversee the business operations of a firm while trying to balance the needs of their practice workload. In order to remain effective law firms now more than ever are turning to full time CEO's to focus solely on the business operations. The intended result is increased efficiency resulting from the ability of lawyers to then devote a greater percentage of time to the needs of their clients. Concurrently, the CEO is managing the business requirements of the firm.

While employing a CEO is not necessarily a bad thing, consider that the firm is still compromised to the skill sets and career lifespan of that individual. By contrast, ProLegal employs highly specialized professionals to manage each area of the business. Often our services are no more costly, or less costly, than having a CEO on staff. Further, we maximize efficiency and productivity to increase revenue while controlling operational costs. With our systems, you partner with a sustainable team as opposed to an individual.



Menu Based Service Options



Consider a variety of individual or combined services offered by ProLegal. Success in one area often leads to improvements in others.

Strategic Planning

- > Starts with a focus group discussion with managing partners
- > Develop or enhance competitive niche and key differentiating features
- > Financial performance analysis. Include industry comparisons as available
- > Internal resource assessment
- > Examination of growth opportunities and barriers
- > PR and marketing considerations

Management of IT

- > Full IT assessment
- > Development of technology goals and implementation strategy
- > Budget development
- > Implementation of plan
- > Ongoing performance management and personnel training

Full Service Accounting

Billing and A/R Management

- > Review of firm policies that impact billing and collections. Recommend improvements as necessary
- > We provide time entry and billing software along with data service as needed
- > Submission of client invoices (including electronic billing) within approved parameters
- > Post payments
- > Implement collection policies and procedures within approved parameters
- > Monthly reporting
- > Dashboard Reports for performance measures and trend analysis

Performance Management Tools

- > Revenue cycle
- > A/R
- > Productivity
- > Expense trends
- > Business development





Process Assessments

Not sure how we can help or where to start? Each assessment allows us to review and analyze pertinent processes, systems and tools utilized within the firm. We can then evaluate against industry or desired benchmarks and suggest process improvements and new opportunities to enhance the firm's performance and productivity.

Performance Assessment

- > Focus group discussion with firm's managing partners
- > Review of business policies
- > Review of key performance measures for both revenue and expense
- > Assess tools and resources to support work flow and communication
- > Determine opportunities for improvement; prioritized and quantified

IT Assessment

- > IT Infrastructure
- > Policies and procedures
- > Workflow analysis and software evaluation
- > Data storage and disaster recovery
- > Reporting
- > System enhancements

TRANSFERRABLE EXPERTISE
COMBINED WITH YOUR TALENT

