

Outsourcing Legal Assistant and Paralegal Services

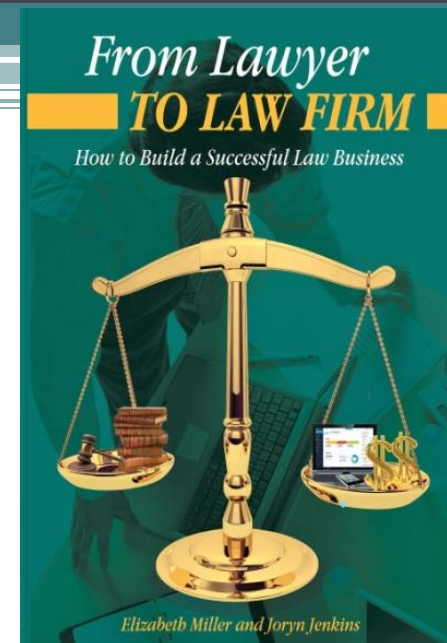
Best Practices for Implementing and Managing an Effective Staff Outsourcing Program that Reduces Expenses, Improves Quality of Work and Increases Profitability

Be more productive and cost efficient with outsource services

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What is Outsourcing?

In business, outsourcing involves the contracting of a business process to another party. These business processes or services are usually traditionally performed in-house by the company's own employees and staff.

Outsourcing is usually done ***as a cost cutting measure.***



Outsourcing is simply asking someone outside of your law firm to help inside the business.

In fact, a start-up firm that uses the expertise and experience of outsource or virtual talent adds value to the firm by doing so.



Is My Law Firm Ready to Outsource?

**THE IMPORTANT THING
ABOUT **OUTSOURCING** IS
THAT IT BECOMES A VERY
POWERFUL TOOL TO
LEVERAGE TALENT,
IMPROVE PRODUCTIVITY &
REDUCE WORK CYCLES.**

Azim Premji

LEGAL SUPPORT
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All law firms are ready to outsource. Law firms are learning that the cost-efficiency and productivity of outsourcing many in-house functions such as administration, billing, legal assistant and paralegal services makes them ready to delegate.

Excuses Not to Delegate

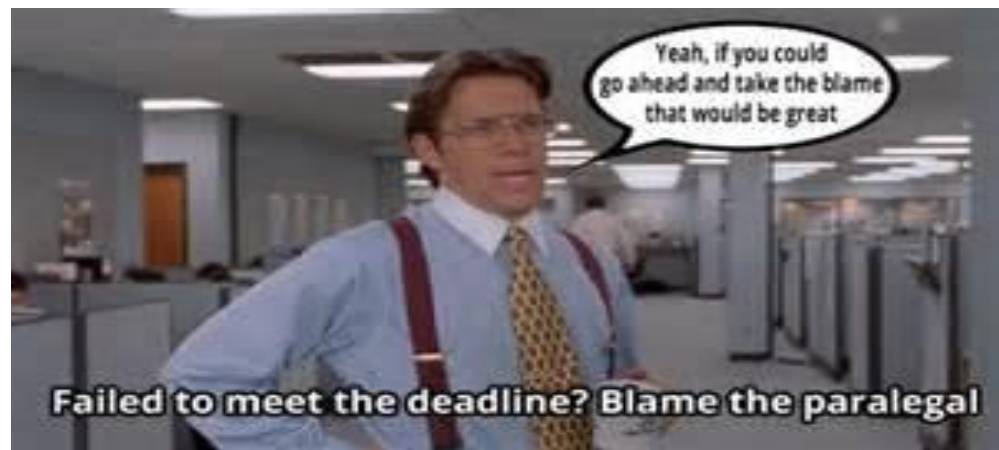
1. I can do this myself
2. I don't have time to delegate
3. It will be a waste of time and money if it's not done right
4. They might not make the deadline – then what do I do?
5. It is not cost-effective
6. No one can do this job as well as me



Five Easy Steps to Outsourcing

1. Determine what your law firm's purpose is for outsourcing legal assistant or paralegal services?

Are you currently experiencing a high volume of work? Is a case getting ready to go to trial and you need some extra help? Are you trying to add another area of practice to your law business and you need a paralegal with experience so you can get started?



2. Identify the right work to delegate and determine what your purpose is. In short, what is the goal that you want to accomplish?



**KEEP
CALM
AND LET THE
PARALEGAL
HANDLE IT**

You need to set the guidelines and what your expectations are. You need to be objective when discussing the standard of performance that you want. Finding the right way to work together requires time and effort on everyone's part.

3. Make sure it makes financial sense to delegate a specific project and Select the Right Person for the Task

Do not outsource work that could be done by the most competent, least expensive person on your in-house staff.

The services of a virtual assistant should contribute to the bottom line – not negatively affect the firm's profits.

The person or company that you choose to outsource work to should have the right experience, knowledge, temperament and skills for the job.



4. Manage the Delegation



Giving direction and feedback to outsourced help is as important as it is to in-house staff. You are paying outsource help to your firm achieve goals. Clear and constant communication with a virtual assistant is vital to success.

5. Do Not Micromanage



Micromanaging outsourced help defeats the purpose of using virtual assistants. It is a waste of your time, the paralegal's time and your financial resources. If you properly prepare outsourced help with clear expectations and goals, the end goal you set out to accomplish will be achieved!

Conclusion



You cannot do everything.

The economics of today's law firms requires resourcefulness to get client work done efficiently, cost-effectively and timely. Outsourcing firms that specialize in legal assistant and paralegal work are right in your own backyard - you don't have to go halfway around the world. This enables you to conduct a person-to-person meeting with the outsourced help.

The bottom line is that it often makes better financial sense to outsource than to hire full-time staff.

From Lawyer



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“From Lawyer to Law Firm – How to Manage a Successful Law Business”

Managing the business of practicing law should be as important to the lawyer as the practice of law itself. It is pivotal to the success or failure of a law practice. The lawyer who considers hanging his own shingle cannot appreciate all of the moving parts involved in managing a profitable law practice until he has actually done it. When you do venture out, on your own or in a partnership with others, you soon realize that there is much more to the business of practicing law than you ever expected. Everything about your law firm affects the most important asset that your law firm owns: the attorney/client relationship.

Buy the book: *From Lawyer to Law Firm - How to Manage a Successful Law Business* author direct and save \$50 off the cover price plus free shipping on eBay: www.fromlawyertolawfirm.com

