How to Start & Run a Virtual Law Firm

D.C. Bar Lunch and Learn
Thursday, March 31, 2016

WELCOME
I’m glad you’re here…

Our agenda

- Welcome + Introductions
- What is virtual law practice (+ what it's not)
- Some background about me + my law firm
- Ways to incorporate virtual practice into traditional law practices
- Tools - Hardware
- Tools - Software & Applications
- Q & A
Background on Virtual Law Practice

- Not the same as virtual office space
- Delivery of legal services online
- Full service, integrated into traditional service, or document assembly/automation
- Unbundling of legal services

About Me & My Virtual Law Firm

Ways to incorporate virtual law into your traditional law practice

- Drafting documents/agreements (unbundled services)
- Document assembly (estate planning or business formation)
- Consulting/case strategy; dispute resolution
- Providing templates/DIY resources (software and applications)
Must-have hardware

• Computer/laptop
• Tablet/mobile phone
• Scanner
• Hotspot (for location flexibility)
• Reliable wi-fi
• Quality camera/microphone

Must-have software

• Task management software
  • Asana, MyCase, Google Calendar, Trello, Teamwork, Basecamp
    • DEMO: Asana

• Appointment Scheduling/CRM
  • VCita, Acuity, Calendly, Contactually
    • DEMO: VCita & Acuity

• Client Portal
  • MyCase, Total Attorneys, Abacus, Clio, DirectLaw
    • DEMO: MyCase

• Video Conferencing
  • Google Hangout, Skype, Zoom

• Electronic signing
  • HelloSign, 17Hats, Echosign, DocuSign
    • DEMO 17hats

• Electronic Faxing
  • HelloFax, MyFax, eFax

• Online payment processor/invoicing
  • Stripe, PayPal, MyCase, LawPay
  • Invoicing (Freshbooks, Xero, MyCase, LawPay, 17hats)
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Q & A