



Legal Vertical Strategies

Starting a Law Firm Checklist

Creating Your Presence

- Business Formation
- Business Cards
- Business Stationary
- Website
- Launch and Announcement

Planning Your Technology

- Computer Equipment
- Software
- Backup and Storage
- Printer/Copier/Phone/Fax
- Phones and PDAs

Managing Your Practice

- Calendaring
- Legal Research
- Time and Billing
- Matter Management
- Case Management
- Discovery
- Web Conferencing

Developing Your Client Base

- Value Proposition
- Existing Clients
- Referral Sources
- Communications

Avoiding Risk

- Malpractice Insurance
- Record Keeping
- Continuing Legal Education
- Email Retention
- Conflicts System
- Security and Confidentiality

Your ability to get your new law firm up and running quickly is imperative given the current legal environment.

At the same time, you need to make sure the most critical items you need to manage your business and your practice are in place.

This checklist covers five categories of considerations you don't want to forget.

Legal Transitions

The Legal Transitions® Program provides integrated marketing services to get new law firms up and running quickly while setting the groundwork for long-term business success.

About LVS

LVS helps law firms and legal vendors drive revenue and grow market share through marketing, business development and client growth strategies. Contact us today to learn more about how LVS, through the Legal Transitions Program, can help set your new firm up for success.

Delivering Measurable Results