More of what you do best:

Reclaiming your time to practise law.

INSIGHT LEGAL
SOFTWARE

Nobody studies and practises law with the ambition of performing admin tasks, but like any profession, it's laden with regulations, obligations, and processes which, though essential, are often frustrating distractions from the 'real' work that lawyers want to do.

The unglamorous realities of running a firm will always exist, but for each **there's a solution** to save time, reduce effort, and keep your regulated processes beyond reproach.

This is your guide to reclaiming your time for legal work by refining your:

- Practice management
- Time recording
- Billing
- Client communication
- Case management
- Compliance
- Legal accounts

Practice management

Practising law and running a law firm overlap and feed each other, and to the outside observer they might even look the same, though of course they're not. In its bare essence, **the firm is a vehicle for practising law,** and it brings with it the trappings of a business — **KPIs, profit and loss, cash flow, invoicing, budgeting, tax, strategy, accounts,** and the list continues.

Few lawyers are excited by commercial activity — some might even see it as a 'necessary evil' — but it does need attention, if only to support the continued practice of law.

How to spend less time on it

Practice management software combines all the input required to make strategic decisions for the firm. That includes accounting functions, fee-earner performance data, and cash flow forecasting, all up-to-the-minute. You don't need to wait for someone to gather and present it, or to trawl for it yourself — you have instant access to the vital statistics of the firm, and you can make strategic decisions accordingly.

Case management

Case management means different things to different firms. Some are prescriptive and detailed with their workflows, some are flexible.

Whatever the case management culture, **any practice needs firm-wide visibility of the status and progress of a matter, access to and visibility of all relevant documentation, processes for 'onboarding' clients, and access to all correspondence on a case.**

A lot of the time, that involves extensive internal and external emails for updates and document circulation, AML and credit checks, task assignment, requesting payment, and chasing payment. It also requires a good deal of document preparation and storage, often using a shared computer folder which quickly becomes complex and hard to navigate.

How to spend less time on it

Firms can easily access and customise document templates, set deadline reminders, store information securely but accessibly, and record email correspondence, all with one piece of case management software.

Time recording

A legal mind will never be enthusiastic about admin, and those with a legal vocation don't often think commercially. That often means that time recording is something that gets done badly, or not at all. A lot of lawyers feel indifferent (or quietly proud) about that, because they didn't get into law to make money — they did it because it was their calling. However, timesheets aren't only about revenue.

Proper time records give your clients a better experience and a more professional impression. When you present an invoice which is thoroughly itemised and transparent, it's much more trustworthy than a document with one large number next to 'for legal services rendered'. That bolsters your reputation, and reduces the chance of challenge and dispute.

How to spend less time on it

Time recording software eliminates spreadsheets and clunky forms. An intuitive system allows easy time recording that can fit the work patterns and hours of any fee-earner or staff member. Also, if timesheets integrate with billing software, that smooths the path from time recording to invoicing.

Compliance

Anyone working in the law knows the sheer volume of rules and regulations, and the potentially devasting consequences of breaching them. The list of rules only ever expands, and you can sink a lot of time into fixing regulatory vulnerabilities. **Conflict checks, interest payments, supplier payments, and VAT returns are just a few of the things that firms need to be on top of, at the risk of financial penalties, reputational damage, disqualification, or even imprisonment.**

With the potential consequences in mind, many firms spend hours checking, double-checking, and interpreting the rules, then rearranging matters as necessary to avoid transgressions.

How to spend less time on it

Compliance software flags potential breaches and automates reports, so that the firm has sight of any risks, and can spend less time reassuring themselves that everything reconciles, that no conflicts exist, and that documents for payments and tax returns are clear and accessible.

As well as being reassuring, the software is also a regulatory obligation, since VAT submissions have to reach HMRC through compliant systems.

Billing

In legal practice, bills can include a combination of professional services, disbursement, and outlay costs. Not only does that complicate the billing process, but it's also susceptible to error when it comes to things like VAT, which can mean inadvertent regulatory breaches.

Even without the compliance risk, **bill drafting consumes time** in gathering billable hours into a document, tracking the invoice for credit control, and sometimes amending and reissuing the bill if it needs an update or correction.

How to spend less time on it

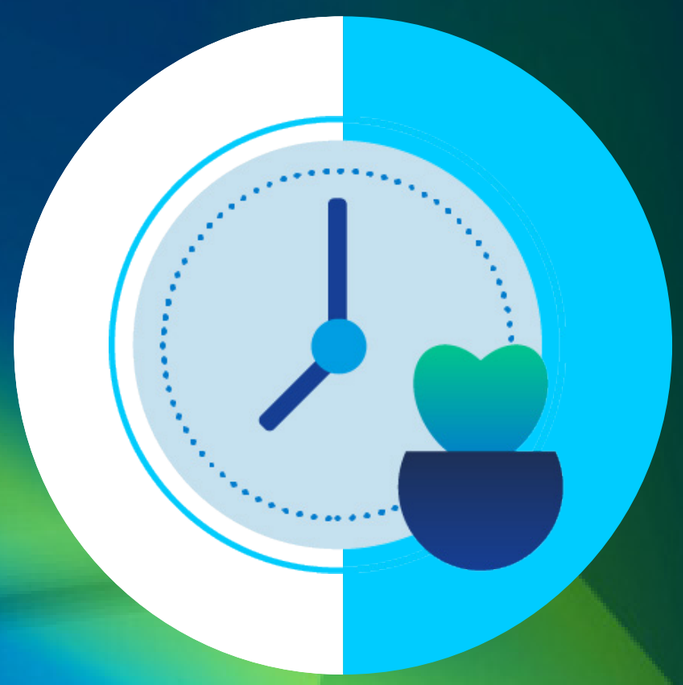
Ensuring accuracy, thoroughness, and compliance is significantly easier with the assistance of billing software — **the programme can prepare billing templates, calculate VAT, and track credit terms,** so that whether fee-earners or other staff manage the billing process, their time can be more usefully spent.

As mentioned before, integration with time recording software allows you to pull your billable hours straight into your bill, rather than piecing together a picture of the chargeable work after the fact.

Legal accounts

The legal profession bears a huge weight of responsibility in its accounting — governing bodies and the state all impose stringent requirements. With many ways to account incorrectly, slow progress and errors are common. In addition, law firms have client file accounts to manage, as well as their own.

Constantly navigating and referring to the rules and regulations means time and energy directed towards compliance instead of billable work. If a non-fee-earner is responsible for the accounts, their work still impacts the progress of a case, plus they will have a host of other financial tasks to process, and the cash flow of the practice could be severely held up by any blockages or obstacles.



How to spend less time on it

A specialist accounting system can keep the legal accounting process dynamic and precise:

- Multi-period accounting streamlines year-end and month-end routines
- Automated postings quickly allocate and reconcile transactions
- Invoices include payment links to help and encourage swift settlement
- Integrated bank feeds make real-time reconcile transactions

Client communication

One client contacts you too much, another you can't get hold of. One overloads you with documents and files, one you have to chase for even the most basic information. They're at extreme ends of the spectrum, and **time-consuming in their own ways,** but even the process of communicating with a dream client eats into your time.

So much of a case is the endless back and forth of emails, sharing forms, requesting information, and updating clients.

How to spend less time on it

A client portal serves as a central location for documents and updates, **allowing clients to log in wherever they are, monitor the progress of the case, and easily provide and receive files and forms** without long email trails.

Those who are eager for the latest case information can have it without needing to get in touch, and those who are less inclined to respond will encounter less 'friction' in the process of communication.

Time to do what you do best

Those seven pieces of software are actually just one.

Over 1000 law firms have switched their legal software to Insight Legal, so book a no-obligation demo today — half an hour will show you how to free hundreds of hours every year to do what you do best.

Book a demo

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