



Levy Employment Law, LLC

Legal and Employee Relations Consulting Services

www.levyemploymentlaw.com

Infrastructure for a Virtual Law Practice

1. Practice management system
 - a. Centralized timekeeping
 - b. Centralized billing
 - c. Secure storage of client files
 - d. Client onboarding and conflict checks
2. Document management and communication platform
 - a. Chat/conference calls
 - b. Shared notes on client matters
 - c. Shared documents
3. Legal research
4. Marketing
 - a. Website
 - b. uniform email address
 - c. Mass communication service
 - d. Webinar capacity
5. Phone system and videoconferencing service
6. Physical business address and meeting location