



Ultimate Legal Software Buyer's Guide:

Streamline Your Practice with the Perfect Solution



Introduction

Welcome to the ultimate buyer's guide for Legal Case Management software!

Staying organised, efficient, and responsive in today's fast-paced legal landscape is crucial for small to medium-sized law firms. Legal case management software is a game-changer that can revolutionise how your firm handles cases, streamlines workflows, and improved client communications.

In this comprehensive guide, we will delve into the world of legal case management software. We'll define it, differentiate it from practice management software, explore its benefits, discuss costs, and even provide some stats around investment to help you make informed decisions. By the end of this guide, you'll be equipped with the knowledge and insights needed to select the right case management software for your firm, maximising productivity and delivering exceptional client service.

The guide has been written for managing partners, partners, managers, fee earners – or anyone involved in the operational side of the law firm and will cover the following areas.



What is Legal Case Management?

Legal case management software is a powerful tool designed specifically for law firms to streamline and automate their case-related tasks. It serves as a central hub for managing all aspects of a case, including client information, document management, calendaring, time tracking, task management, and more. This software empowers law firms to enhance their efficiency, productivity, and collaboration, ultimately leading to improving client relations and outcomes.

Isn't case management software suited to larger firms?

Small and scaling law firms still need to do the same tasks, from onboarding clients, and managing cases, matters, and client information to remaining compliant as larger-scale law firms, but you don't have teams to do it. So, you could argue that there is more demand for legal case management within the small and medium law firm space.

We're not tech-savvy. Isn't legal case management complex to use?

Whilst it may seem complex, to begin with (as with all software), legal case management has been expertly designed to simplify your processes and even develop some new ones! Most software is built with a user-friendly interface, and with the right training and support from your supplier, you should easily utilise its full capabilities.

But what's the difference between legal case management and legal practice management software?

While legal case management software focuses primarily on case-related activities, practice management software encompasses a broader range of functionalities. Practice management software integrates case management with other core firm operations, such as billing, accounting, client intake and marketing. While both types of software can benefit law firms, it's essential to understand their differences to determine which solution aligns best with your firm's needs.





We would also suggest looking at case management integrations with existing office software as it's vitally important that these seamlessly integrate to allow data to flow, improve fee earner efficiency and enhance the client experience.




What can Legal Case Management software do for small to medium-sized law firms?



Legal case management software offers a multitude of benefits for small and medium-sized law firms.

From enhancing organisation and collaboration to improving client communication and increasing profitability, here are some key advantages:

-  **Streamlined case management**
Efficiently track case progress, deadlines and court dates, ensuring nothing falls through the cracks.
-  **Document and email management**
Store, organise, and access case-related documents and emails securely in a centralised location.
-  **Time and expense tracking**
Automate timekeeping, track billable hours accurately, and streamline expense management for efficient invoicing.
-  **Task and deadline management**
Assign tasks, set reminders, and monitor progress to ensure timely completion of important case-related activities.

-  **Enhance communication**
Facilitate seamless client communication through secure portals, automated notifications, and real-time updates.
-  **Collaboration and teamwork**
Enable seamless collaboration among team members, fostering better communication, knowledge sharing, and case collaboration.
-  **Reporting and analytics**
Gain valuable insights into firm performance, case outcomes, and resource allocation through robust reporting and analytics features.



How much should you expect to pay for Legal Case Management software?

The cost of legal case management software varies based on factors such as the size of the firm, desired features, and deployment options (cloud-based or on-premises). Legal case management software providers typically offer pricing models based on the number of users or a subscription basis.

Let's look at the SaaS pricing models to give you an idea of costs.

Flat rate pricing

This is similar to buying licenses, you buy it once, and the software is yours, but with the added advantage that the supplier breaks it down into monthly billing for you over a period of time.

Volume pricing

The more licenses you have, the lower the price per license is for all users. However, the pricing is sometimes tiered. With tiered volume pricing, law firms would receive a discount for exceeding a certain number of licenses, but the discounts are applied across the tiers and not across the entire purchase.

The per-user pricing model described above is often used in legal case management software. This pricing can range from anywhere between £60 per user per month up to £175+ per user per month. The price per user will vary based on the law firm's requirements, and additional costs will include implementation and training fees, data migration and ongoing support and maintenance charges.




It's important to evaluate the total cost of ownership, considering not only upfront costs but also long-term benefits and potential return on investment (ROI).




Determining the Return on Investment of Legal Case Management

Calculating the return on investment (ROI) of legal case management software involves assessing the financial and non-financial benefits it offers.


Here are some factors to consider when determining ROI:

-  **Time Savings**
Measure the reduced time spent on administrative tasks, document retrieval, and manual data entry.
-  **Improved efficiency**
Evaluate the increase in productivity, reduction in errors, and faster case resolution.
-  **Enhanced billing and revenue**
Assess the impact of accurate time tracking, streamlined invoicing, and increased billable hours.

-  **Client satisfaction**
Consider the potential for improved client service, faster response times, and better communication.
-  **Reduced Overhead Costs**
Account for potential savings in paper, printing, storage, and physical office space.
-  **Business Development**
Estimate the impact on business growth through improved client retention, referrals, and reputation.

archers law.







Through the implementation of Access Legal software, Archers Law saved 15 hours a month on case file reviews, enabled the firm to become more 'paper-lite' and saved over £10,000 due to time recording functionality.

We have a range of ROI calculators available 

Tips for selecting the right Legal Case Management software provider

Choosing the right legal case management software provider is a critical decision that impacts the efficiency and success of your law firm.

Here are some key considerations to keep in mind:

-  **Assess your firm's needs**
Identify your firm's specific requirements, pain points, and objectives before evaluating potential providers. Consider factors such as caseload, team size, desired features, and budget constraints.
-  **Research providers**
Conduct thorough research to identify reputable software providers in the UK market. Look for providers with experience working with small to medium-sized law firms and offer tailored solutions that align with your firm's needs. Also, check out their case studies to hear what their customers have to say.
-  **Evaluate software features**
Compare the features offered by different providers and ensure they align with your firm's requirements. Key features to consider include document management, task and deadline tracking, billing and invoicing, collaboration tools, and integrations with other legal technologies.
-  **User-friendly interface**
Consider the user-friendliness of the software. An intuitive and easy-to-use interface can reduce training time and encourage adoption by your team.
-  **Data security and compliance**
Verify that the software provider adheres to stringent data security measures, including data encryption, secure access controls, and compliance with SRA, GDPR and other key regulations.
-  **Customer support and training**
Assess the level of customer support and training the software provider provides. Look for providers offering comprehensive onboarding, training materials, and ongoing support to ensure a smooth transition and successful software utilisation.

What are the most relevant Legal Case Management Software trends

The legal case management software industry is constantly evolving. Staying informed about the latest trends can help you make future-proof decisions for your law firm.

Here are a couple:



Cloud-based solution

Cloud-based legal case management continues to gain popularity due to its flexibility, accessibility, and cost-effectiveness. It allows law firms to securely access case data from anywhere, promoting remote working and collaboration.



Mobile Accessibility

With the increasing use of smartphones, and tablets, legal case management providers focus on mobile accessibility. Look for providers that offer mobile apps or responsive web interfaces for on-the-go access to case information.



Artificial Intelligence (AI) and Automation

AI-powered features, such as document automation, contract analysis, and predictive analytics, are transforming the legal industry. These advancements can significantly reduce manual tasks, improve accuracy, and enhance decision-making processes.



Integration with other legal technologies

Software providers increasingly offer integrations with other legal technologies, such as e-discovery platforms, document automation tools, and accounting software. Integrations allow seamless data exchange, improve efficiency, and streamlines workflows.



Enhanced security measures

As data privacy and security concerns grow, legal case management software providers emphasize robust security measures. Look for providers offering encryption, multi-factor authentication, and data backup to safeguard sensitive client information.



Concluding thoughts

There you have it, a crash course in the world of legal case management software for small to medium-sized law firms, along with a few trends and what to look for in a supplier

Legal case management software is a powerful tool that can transform how your firm operates, helping you deliver exceptional client service while maximising efficiency and profitability. By understanding the high-level definition, differentiating it from practice management software, considering the benefits, costs, and ROI, and following the selection tips, you'll be well-equipped to choose the right software for your firm.

Furthermore, integrating your chosen case management software with other legal technologies can unlock even more benefits and streamline your firm's operations, giving you a competitive edge in the industry.

If you want to know more about Case Management, you can build your bespoke demo.

Build your demo →

So, whether you're a small 5-person firm or a growing business looking for efficiency and productivity, embrace the power of legal case management software and propel your firm towards success. It's not just us, Access Legal is part of The Access Group, and together, we are supporting the legal sector, providing Managed Services, HR, CRM, Learning and Compliance. As you grow, we can support you every step of your journey.



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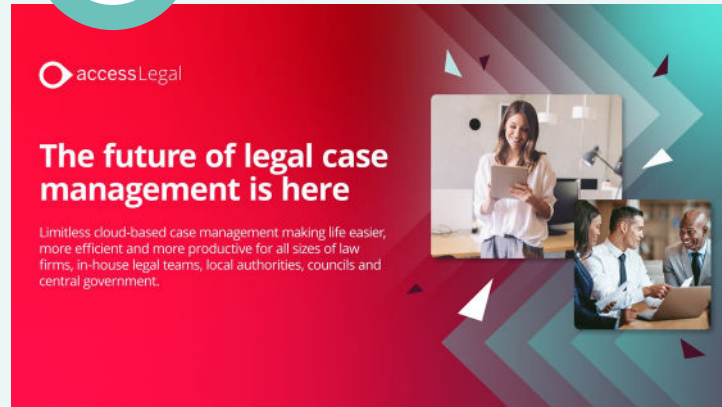
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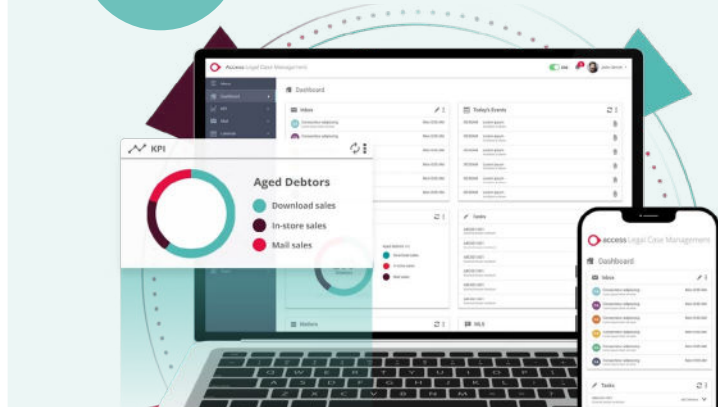
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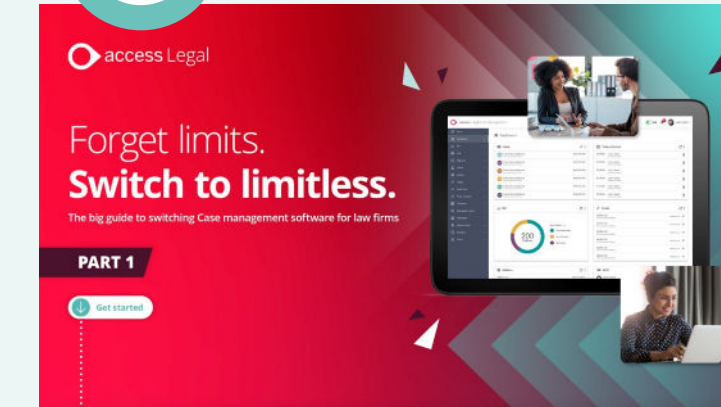
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Create a business case for new software



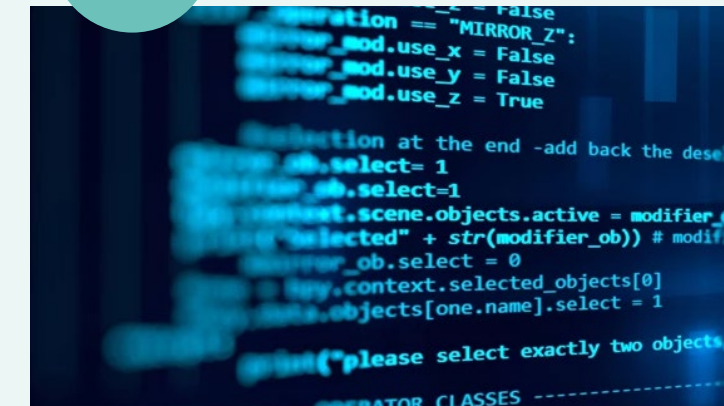
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About Access Legal

Working in partnership with more than 3,800 UK law firms and underpinned by over 30 years of sector experience, Access Legal provide an unrivalled suite of complete software solutions.

From case and practice management, finance, accounting, property searches, services and business intelligence to learning, compliance, and HR – Access Legal helps firms take control of their time and improve efficiency and productivity.

By providing software to manage every aspect of a firm's operations, Access Legal enables ambitious firms to reach unlimited potential and have the freedom to focus on clients and people to drive profitability and growth.

The suite of Access Legal technology solutions work in connection with one another, creating one single view of people, data and systems within the new Access Workspace of Legal.

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