



LAW OFFICE
SUPPORT SERVICES
— 813-435-1443 —
WWW.LAWSPT.COM

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WHERE KNOWLEDGE AND TECHNOLOGY COME TOGETHER



MEMBER BENEFITS
— of —
The Florida Bar

LawSprt is an approved member benefit provider for The Florida Bar



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Great things in business are never done by one person; they're done by a team of people

— Steve Jobs

- Paralegals with experience in a wide range of practice areas;
- Experienced professional Legal Assistants with extensive client experience.
- No matter which plan you choose, you always have access to a Paralegal or Legal Assistant
- Subscription service plans are designed around the number of hours your practice will need a Paralegal or a Legal Assistant each month;
- Incremental time narratives for tracking your monthly subscription usage;
- Time narratives are uploaded to your practice management software for pass through billing to your client;
- Paralegals and Legal Assistants work in a wide range of practice management software;
- A dedicated Practice Manager is assigned and will be your point of contact for all of your firm's needs; and
- Team site with all the elements you need to run your practice at no additional cost.

www.lawsprt.com



Every day we are asked why virtual legal services work and our answer is simple – timing. Available technology, electronic signatures, and e-filing have reached the point where brick and mortar are no longer a necessary component for us to do our jobs. Law Office Support Services, LLC (“LawSprt”) was created to meet the growing needs of the majority of licensed attorneys in our state – sole practitioners. Lawyers today are finding that they no longer need to incur the costly burden of overhead. Attorneys have the ability to meet clients at offsite locations and contract with virtual Paralegal and Legal Assistant services like LawSprt to assist with getting the work done on an “as needed” basis.

LawSprt’s principle belief is that sole practitioners and small law firms need additional support on a flexible basis that far surpasses the “project based” philosophy of current virtual service providers. These attorneys need a team that can provide affordable services without losing the essential elements they strive to gain from their support: client knowledge, their individual preferences, and solid reliability. LawSprt seeks to meet and exceed these expectations and become that essential part of an attorney’s practice.

Incorporating the services of a highly qualified Paralegal can help increase your firm’s scope and proficiency. Our Paralegals work across a wide range of practice areas from complex litigation to corporate governance. Our virtual Legal Assistants enable you to efficiently and cost-effectively provide non-billable services to your clients. At LawSprt, you work directly with an assigned Practice Manager who will coordinate your assignments with the vast experience of our Paralegals and Legal Assistants to meet the specific needs of your practice.

Subscription plans are designed around the number of hours you will require a Paralegal or Legal Assistant on a monthly basis. The plan for your firm can consist of a Paralegal, Legal Assistant, or a combination of both. Our rate for Paralegals is \$55.00 an hour and our Legal Assistants are billed out at \$38.00 an hour. We have plans as low as two hours a month, which means your monthly cost can be as low as \$76.00 per month for a Legal Assistant or \$110.00 per month for a Paralegal. You always have the opportunity to go over your monthly allotment at any time, and your unused time is banked and available for future use.

LawSprt understands that each attorney has their own approach to providing legal services and each practice is unique. By giving us the opportunity to learn more about you and your firm, we can share with you how the services at LawSprt can fit seamlessly into it. We truly believe that LawSprt is where knowledge and technology come together.

Margo T. Valenti, FRP
Chief Executive Officer

PARALEGALS

Incorporating the services of a highly qualified Paralegal can help increase your firm's legal scope and proficiency. Our Paralegals work across a wide range of practice areas from complex litigation to incorporating a business entity. You work directly with an assigned Practice Manager who will coordinate the vast experience of our Paralegals to meet the specific needs of your practice. We have highlighted only a few of the many services available:

- Legal research on current laws and cases;
- Draft correspondence and legal documents;
- Prepare legal briefs;
- Conduct client and witness interviews;
- Due diligence and data room management;
- Assist attorneys during trials; and
- Organize case files and prepare trial notebooks.

VIRTUAL LEGAL ASSISTANT

Our virtual Legal Assistants enable you to efficiently and cost-effectively provide non-billable services to your clients.

- Coordinate hearings, depositions, and meetings with clients, opposing counsel, and judges;
- Prepare notices for hearings and depositions;
- Arrange for court reporters and order transcripts;
- Format and finalize pleadings and correspondence;
- File documents electronically with the Florida courts system;
- Prepare client invoices monthly; and
- Perform clerical tasks and assignments of a general nature.

TEAM SITE

Should you decided to use a team site, we will provide one to you at no additional cost. The team site is set up using Microsoft SharePoint and provides you with all the elements you need to run your practice without acquiring additional practice management software. Microsoft guarantees a 99% up time, strict security access, with back-up, safeguards, and redundant data systems to protect all elements of your team site.

PRACTICE MANAGEMENT SOFTWARE

LawSprt personnel are trained in virtually all types of practice management software currently available on the market. If you have already made the decision to purchase or lease practice management software, and we will gladly work directly with you in your software.

FREQUENTLY ASKED QUESTIONS



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Q – How are the plan hours allocated?

A – LawSprt monthly subscription plans are based on the number of hours you have requested our services. Tasks that are not considered billable will be performed by a Legal Assistant. A detailed statement of hours incurred is provided each month.

Q – Can I pass the cost of using a virtual Paralegal on to my client?

A – Yes. The services provided by our Paralegals provide you with a profit center opportunity.

Q – How do you avoid conflicts with Legal Assistants and Paralegals working for multiple attorneys?

A – A strict conflict policy is in place, and we run a companywide conflict check on a daily basis. Our database of information consists of the appropriate search criteria recommended by the ABA and state bar associations for compliance.

Q – What happens to my files if I discontinue your service?

A – If you utilize a LawSprt/Microsoft team site, all files will be uploaded to an individual Microsoft OneDrive account or similar type account within 3-5 business days after payment of the final invoice. All files pertaining to your practice belong to you.

Q – What is the vetting process for Paralegals and Legal Assistants?

A – We strive to hire Legal Assistants and Paralegals that have strong legal backgrounds, association designations and registration, and positive recommendations from prior employers.

Q – How does the team site work?

A – A Team Site can be provided to you at no additional cost. Each team site consists of a firm calendar, documents library, task & assignment timeline, contacts, and time tracking. Using the team site allows you to work seamlessly with your virtual Legal Assistant and Paralegal without the use of additional practice management software.

Q – How do I pay for LawSprt services?

A – Your monthly subscription cost is conveniently charged to your credit card on the 5th of each month. Additional services over the plan allotment, are invoiced before the 10th day of the month. Payment for these additional services will create a second charge on your credit card on the 20th of the month.



"The pen is mightier than the sword"

Edward Bulwer-Lytton