

LAW CLERK

THE ULTIMATE GUIDE TO LEGAL OUTSOURCING:

HOW REMOTE ASSOCIATES CAN BE
YOUR FIRM'S SECRET WEAPON



LAWCLERK

Flexibility and innovation. These are the simple – yet very challenging - keys to mastering the future of legal hiring.

By adopting a multi-pronged hiring approach that includes full-time hires, part-time hires, and outsourcing, law firms of all sizes can overcome traditional hiring challenges and unlock new opportunities for growth and profitability.

The most common challenge we hear from law firm owners and legal operations professionals is that they are spending too much time trying to find the talent they need. Many law firms face significant hiring challenges that create bottlenecks in their operations, that put proper legal representation at risk and impact revenue as well.

Outsourcing is a viable solution as it provides access to a deep talent pool, the flexibility to adapt to changing workloads, and cost-effective staffing solutions that can enhance a firm's overall success.

LAWCLERK offers busy law firms a variety of hiring solutions. However, the most successful firms we help opt for our Hourly Associate option. This allows firms to find and work with a Remote Associate for ongoing work and pay them by the hour. This innovative solution can help your firm quickly scale up when your workload shifts and you suddenly need more associates to produce work.

Now is the time to revolutionize your hiring strategy and take your law firm to new heights. In this guide we will show you how a multi-pronged hiring strategy that includes leveraging talented remote associates via outsourcing is a no-brainer.

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A man with a beard and glasses, wearing a grey suit and a blue tie, stands with his arms crossed. He is smiling and looking towards the camera. The background is a blurred office interior with a staircase.

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SECTION 1: MULTI-PRONGED HIRING IS A GAMECHANGER

Successful law firms understand the importance of a forward-thinking hiring strategy. By combining full-time, part-time, and outsourced talent, firms can create a flexible and resilient workforce. This multi-pronged approach ensures that firms have the right mix of skills and expertise to handle any challenge that comes their way.

If firms want to grow in size and/or revenue, hiring is going to be the key. If you want to help more clients, take on more cases, and generate more revenue – you can't do that on your own. Successful law firm owners are not afraid to hire more attorneys to join their firm, get work done, and increase revenue.

Whether you are a solo attorney looking to hire your first associate or if you are a larger firm looking to hire additional lawyers – one thing is clear; savvy law firms today are moving toward a multi-pronged approach to build their teams.

If it doesn't already, your law firm team will likely start to look a lot different than the traditional law firm from 20 or 30 years ago. This will mean different things for different firms. Some firms will opt to hire full-time attorneys as employees along with part-time or outsourced remote associates. Other firms will opt for remote associates entirely and shift to 100% outsourced talent.

“I'm currently working with three different Remote Associates from LAWCLERK to power my immigration firm. They each work around 10-20 hours a week, depending on my needs, and I pay them hourly via the Hourly Associate program. One of them researches and drafts briefs for me. Another reviews applications to USCIS and EOIR. The third helps with appeals for both affirmative and defensive immigration cases. Each remote associate has extensive experience in immigration. This specialized, hybrid team is a flexible way I can get the exact help I need at my firm. Plus, this frees up my own time to meet with clients and handle court hearings. I strongly recommend the LAWCLERK service.”

Mario Salgado

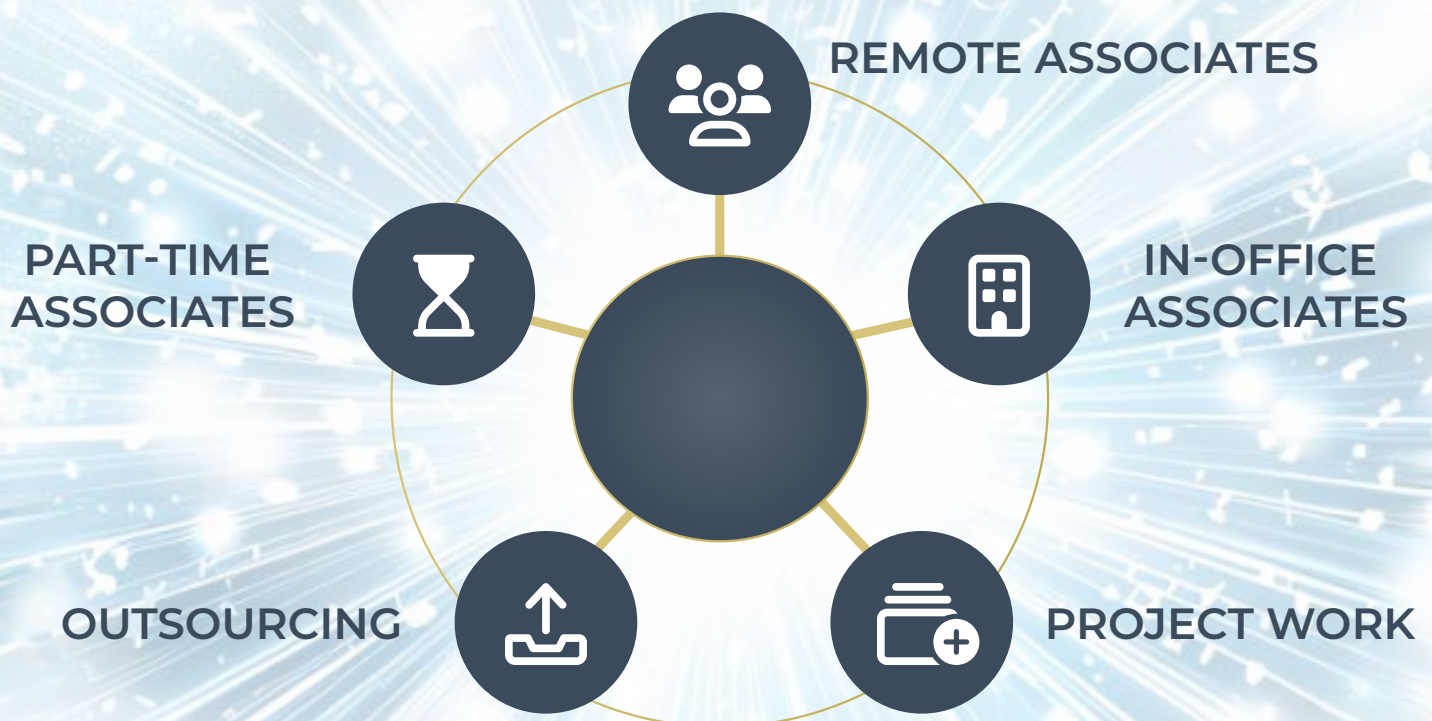
Attorney in San Francisco, CA



Some of the benefits of including outsourcing and remote associates as part of your modern multi-prong hiring strategy include:

- Quickly staff up to meet your team's needs with the flexibility to stop work if the case settles or work is completed.
- Access a deep talent pool across all 50 states in virtually every practice area.
- Get started fast – with outsourcing work to remote associates you can get started in days rather than months.
- Produce more work and in turn more billable hours to boost law firm revenue..

The goal is to figure out what works best for your firm to maximize productivity and profitability. Don't be afraid to constantly reexamine your firm's needs and adjust as needed.





SECTION 2: HIRING FULL-TIME ASSOCIATES ISN'T ALWAYS THE BEST OPTION

The traditional law firm hiring model is based on hiring full-time associate attorneys to work in the office. While this works great for some law firms, times have changed and many progressive legal administrators find that this approach doesn't meet all of their firm's needs.

The traditional way of hiring an associate attorney can take many, many months.

TRADITIONAL HIRING IS SLOW

Traditional law firm hiring is an arduous process that can impede the growth of a firm and its ability to reach success. It usually requires substantial amounts of time and resources to find suitable legal talent who possess the required skills and qualifications. This makes it difficult for businesses to hire quickly, which can be detrimental when trying to fill important positions in as little time as possible. Plus, keep in mind that administrative time spent on hiring is time you could be working and billing clients.

Hiring for your firm's different needs is complicated. For example, entry level hiring of new attorneys fresh out of school happens twice a year. Most of those entry level hires happen in the late summer months after law school graduation and the bar exam. Many firms need to hire now rather than spending months going through the recruiting process and waiting for a new attorney to pass the bar exam.

It is similar for lateral hires, where it can take three to twelve months or more. A lateral hire is when you hire an attorney to join your firm at the same level as they were at their old firm. For example, if you want to hire a 5th year associate for your firm you would interview

When your team needs help to staff up for an upcoming trial, large-scale document review, or to close a massive deal, you do not have months to wait for a new attorney to join the team.

Another downfall of the traditional hiring process is that it is very expensive. Hiring a full-time associate in 2024 can cost upwards of \$200,000 or more depending on your market.

5th year associates currently working at other law firms. The necessity to be discrete with this process adds to the time it takes to recruit a lateral associate.

Most firms will find that their staffing needs are not best served by the traditional hiring method. The traditional law firm hiring strategy is to bring on a full-time associate. These full-time associates are expensive and can take many months to find and hire. Most law firm administrators are typically looking for specific skills and qualifications, making it difficult to hire quickly.

These are all compelling reasons why it is time for a fresh look at how hiring takes place and how it impacts the traditional law firm business model. Legal administrators need a way to hire faster and without burdensome overhead, and the traditional way of doing things is no longer cutting it.





TRADITIONAL HIRING IS EXPENSIVE

Hiring associate attorneys to join your law firm can be an expensive endeavor, especially when using traditional approaches. The expenses associated with hiring range from the cost of advertising a job to the hours spent interviewing and onboarding candidates. In addition to the person's salary, you must also calculate the costs for benefits, training, CLE (Continuing Legal Education), insurance, equipment, bar dues, office space and much more.

The National Association for Law Placement (NALP) compiles data on first-year associate starting salaries in the private sector of the legal industry. In their [most recent report](#), NALP found that "the overall median first-year base salary as of January 1, 2023 was \$200,000, up \$35,000 (+21.2%) from 2021." This is a huge increase in a short time, especially as law firms have also been feeling the pain of inflation the past few years.

Now, perhaps you may think this 21.2% increase in associate attorney salaries is only for big law. This would be a smart, educated guess as the media has given a lot of attention to the so-called salary wars happening in big law the past few years. However, NALP addressed this and reported that despite much of the press coverage that has been focused on salaries in larger-sized firms, in terms of percentage growth, salaries were up the most in the smallest firms (which happen to comprise the largest sector of the legal industry).

According to NALP, in firms under 100 lawyers, the median first-year salary grew from \$120,000 in the 2021 survey to \$155,000 in 2023

(+29.2%). These pay increases cascaded from big law throughout the market at an accelerated pace. While it normally takes two or more years for big law salary raises to trickle down through the legal profession it has happened much faster than pre-pandemic.

When hiring don't forget to factor in the overhead expenses associated with a full-time employee hire. In general, a good rule of thumb is to take their annual salary and add 30% to 40% more to cover their overhead expenses. Another resource is this article which provides a deep dive into the full cost of hiring a law firm associate attorney.

Experience is another factor that needs to go into how much you should expect to pay a full-time associate attorney. If you are hiring a fifth-year attorney, you should of course expect to pay them more than a first-year associate. NALP reports the median annual salary for a first-year associate is \$200,000, while the median annual salary for an eighth-year associate is \$307,500 as of 2023.



**SALARIES WERE UP THE MOST
IN THE SMALLEST FIRMS (WHICH
HAPPEN TO COMPRISE THE LARGEST
SECTOR OF THE LEGAL INDUSTRY)**



MEDIAN BASE SALARIES BY ASSOCIATE YEAR AND FIRM SIZE

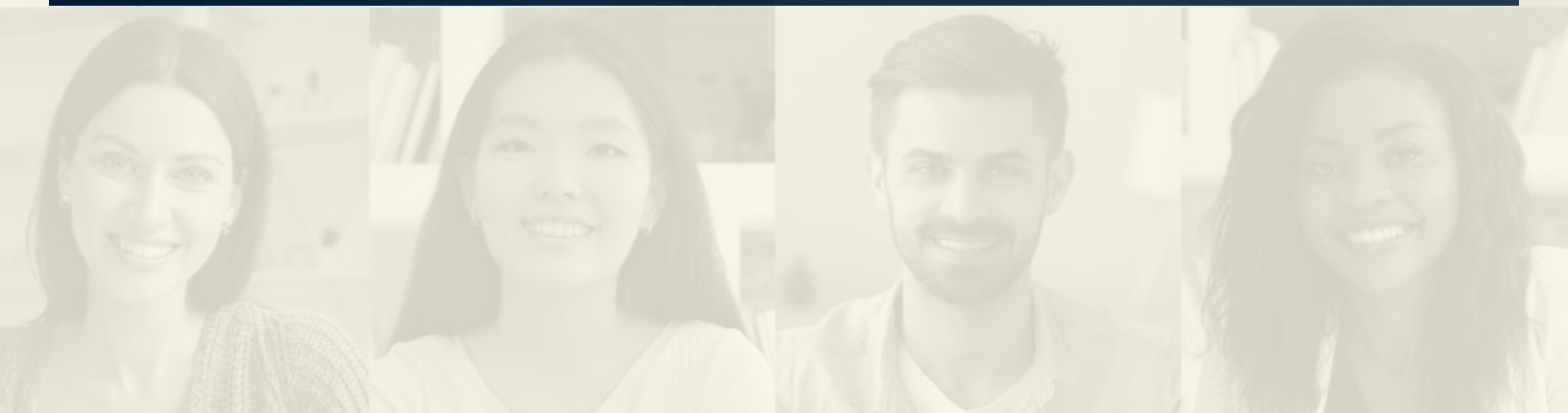
(IN \$/YEAR UNLESS OTHERWISE NOTED, AS OF JANUARY 1, 2023)

SOURCE: NALP 2023 ASSOCIATE SALARY SURVEY

FIRM SIZE – Number of Lawyers

	100 or Fewer		101-250		251-500		501-700		701-1,000		1,001+		All Sizes	
Associate Year	Median	# Rept	Median	# Rept	Median	# Rept	Median	# Rept	Median	# Rept	Median	# Rept	Median	# Rept
First	\$155,000	29	\$160,000	78	\$190,000	64	\$200,000	83	\$200,000	160	\$215,000*	160	\$200,000	522
Second	\$165,000	27	\$170,000	74	\$195,000	67	\$207,500	87	\$209,000	162	\$225,000	162	\$209,000	511
Third	\$180,000	27	\$180,000	71	\$207,500	66	\$215,000	86	\$220,000	168	\$250,000*	168	\$220,000	510
Fourth	\$181,250	24	\$195,000	69	\$239,025	64	\$230,000	85	\$255,000	164	\$285,000	164	\$245,000	505
Fifth	\$192,500	22	\$200,000	73	\$243,325	66	\$255,000	86	\$280,000	161	\$315,000	161	\$265,000	502
Sixth	\$193,450	24	\$210,000	73	\$245,000	64	\$265,000	86	\$290,000	162	\$355,000	162	\$280,000	502
Seventh	\$210,000	24	\$225,000	68	\$286,250	64	\$275,000	95	\$303,750	160	\$387,500	160	\$295,000	501
Eighth	\$213,950	20	\$217,775	68	\$235,000	49	\$300,000	76	\$310,000	149	\$395,000	149	\$307,500	450

When it comes to recruiting top talent, one size does not fit all. If hiring a full-time associate is necessary, consider developing a multi-pronged approach to recruiting candidates from various sources – including LAWCLERK. This will give you access to a wider pool of potential candidates and help ensure that you do not miss any great opportunities.





SECTION 3:

HOW TO GROW YOUR FIRM WITH REMOTE ASSOCIATES

Finding the right attorneys to fill your team can be challenging, especially when seeking attorneys with specific skills and experience. This is where LAWCLERK can help.

FLEXIBILITY IN STAFFING

One of the primary benefits of outsourcing is the ability to adapt to fluctuating workloads. Law firms often experience periods of high demand followed by quieter times, making it difficult to maintain a consistent level of staffing. By outsourcing work to remote associates, firms can easily scale their workforce up or down based on current needs, ensuring they always have the right amount of support.

Outsourcing provides the ultimate in flexibility. Firms can scale their workforce up or down based on current needs without the long-term commitments associated with traditional hiring. This adaptability is particularly beneficial for small and mid-sized firms that may experience fluctuating caseloads or seasonal demands.

Another huge advantage to outsourcing is that you can customize to fit your firm's exact needs. For example, let's say you have a real estate firm. Part of your practice is transactional and part is litigation. With outsourcing, you could hire a remote associate to help with the transactional work for say 60-80 hours a month. You could hire a second remote associate for perhaps 100-120 hours a month to help with the litigation caseload. You can mix and match to build your ideal "associate" to best solve your hiring needs.

Outsourcing can be used as a steppingstone for growth. Perhaps you need help but you aren't ready to take the leap and hire additional full time partner track associates, bringing on flexible remote associates can be the solution you need for your firm to be successful.





INCREASE PROFITS

Of course, when you grow your team, you add capacity to take on more cases and help more clients. This in turn will ultimately lead to more revenue and it can boost your firm's profits provided you can keep the associated overhead under control.

Hiring remote associates can also lead to significant cost savings, and in turn higher firm profits. Traditional hires often come with substantial overhead costs, including office space, equipment, and benefits. Remote associates, however, typically work from their own locations, eliminating many of these expenditures. This cost-effectiveness allows firms to allocate resources more efficiently and invest in other areas of growth.

Outsourcing offers a cost-effective solution for law firms looking to optimize their budgets. By outsourcing specific tasks or projects, firms can reduce their reliance on full-time employees, thereby lowering overhead costs. This approach allows firms to allocate resources more efficiently and invest in other areas of growth.

As we'll explore later in this guide, working with Remote Associates can give you a return on investment of \$3 or more for every \$1 you invest. This is an important point to keep in mind because far too many attorneys view outsourcing as an expense, not a revenue center. You can bill the work of a remote associate at a reasonable market rate the same way you could bill for the work of a traditional in-office associate.



LEVERAGING SPECIALIZED EXPERTISE

Many attorneys may have an occasional need for specialized expertise in a specific area of law that may not be available within their firm's immediate network. By outsourcing specific tasks or projects, firms can leverage remote associates' specialized knowledge to better serve their clients. Whether it's complex litigation support, legal research, or document review, outsourcing allows firms to access the precise skills they need to succeed.



SECTION 4:

COMMON CONCERNS ABOUT OUTSOURCING



At LAWCLERK, we know lawyers. We know that you can be hesitant to try new things or delegate some work to another lawyer. However, if you want your firm to grow you can't keep doing everything yourself or keep piling work on your existing team. Outsourcing is a flexible, accessible way to ease the logjams in your work production. Let's explore a few common concerns lawyers have when it comes to outsourcing.



ENSURING CONFIDENTIALITY AND SECURITY?

One common concern about outsourcing is the potential for confidentiality breaches. However, outsourcing platforms like LAWCLERK have stringent security measures in place to protect sensitive information. The data you share with LAWCLERK is secure and encrypted. We have a built-in conflict check process to make sure there are no client conflicts before your remote associate gets started.

By choosing platforms with robust security protocols, firms can ensure that their client data remains confidential and secure. LAWCLERK is committed to providing you a secure, confidential place to outsource substantive legal work to remote associates.



MAINTAINING QUALITY CONTROL?

Another concern is maintaining quality control when working with remote associates. To address this, firms should establish clear guidelines and expectations for outsourced work. Take the time to provide detailed instructions for your remote associate and promptly reply to any questions.

Remote associates who do work via LAWCLERK are reviewed and rated on every piece of work they complete. This rating system gives the hiring attorney a great deal of data and insight into how each remote associate is likely to perform for them. We have a proven track record of success. Our remote associates meet or exceed the hiring attorneys' expectations on over 95% of the work done with LAWCLERK.

Regular communication and feedback can help ensure that remote associates understand the firm's standards and deliver high-quality results.



BUILDING TRUST AND RAPPORT

Building trust and rapport with remote associates can be challenging, but it's essential for successful collaboration. Invest time in getting to know your remote team members and foster open communication. Establishing strong relationships will lead to better teamwork and more effective problem-solving.



SECTION 5: EXAMINING REMOTE WORK BY THE NUMBERS

Like it or not, remote work is here to stay.

Remote work has become the preferred way to work for many professionals, including those in the legal industry. In fact, for lawyers under age 40, [83% said it was very important](#) for their firm to have remote flexibility.

Offering remote positions can attract top talent who prioritize work-life balance and flexibility. By accommodating these preferences, law firms can build a more satisfied and motivated workforce.

Seasoned law firm owners know that to attract top talent, it is crucial to offer a competitive package that goes far beyond salary. This can include flexible working hours, the opportunity for remote work, professional development resources, and wellness programs. Such benefits not only attract but also retain high-caliber professionals.

Law firm partners have long been able to manage their own schedules to work wherever, whenever they want. However, that same level of flexibility about remote work does not always pass on to the firm's associates and administrative professionals.

The "Where Does the Legal Profession Go from Here?" survey commissioned by the American Bar Association found that remote options are especially important to young lawyers, 44% of whom said they would leave their jobs for a greater ability to work remotely.





“With the new survey findings, we are seeing how lawyers want to work — with flexibility playing a key role for many as they transition back into the workplace.”

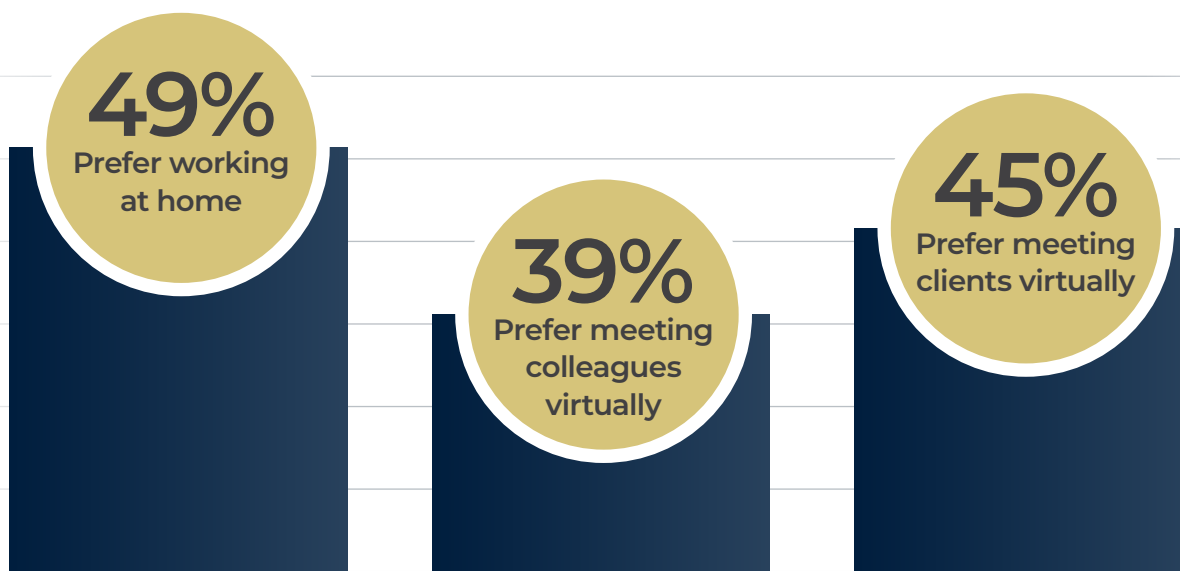
Deborah Enix-Ross
ABA President

Some notable findings from the survey include:

- Most lawyers reported that working remotely or on a hybrid basis has not adversely impacted the quality of their work, productivity, or billable hours.
- A majority of respondents said that courts should allow remote court-ordered mediations (82%), depositions (88%), pretrial hearings (93%) and even bench trials (64%).

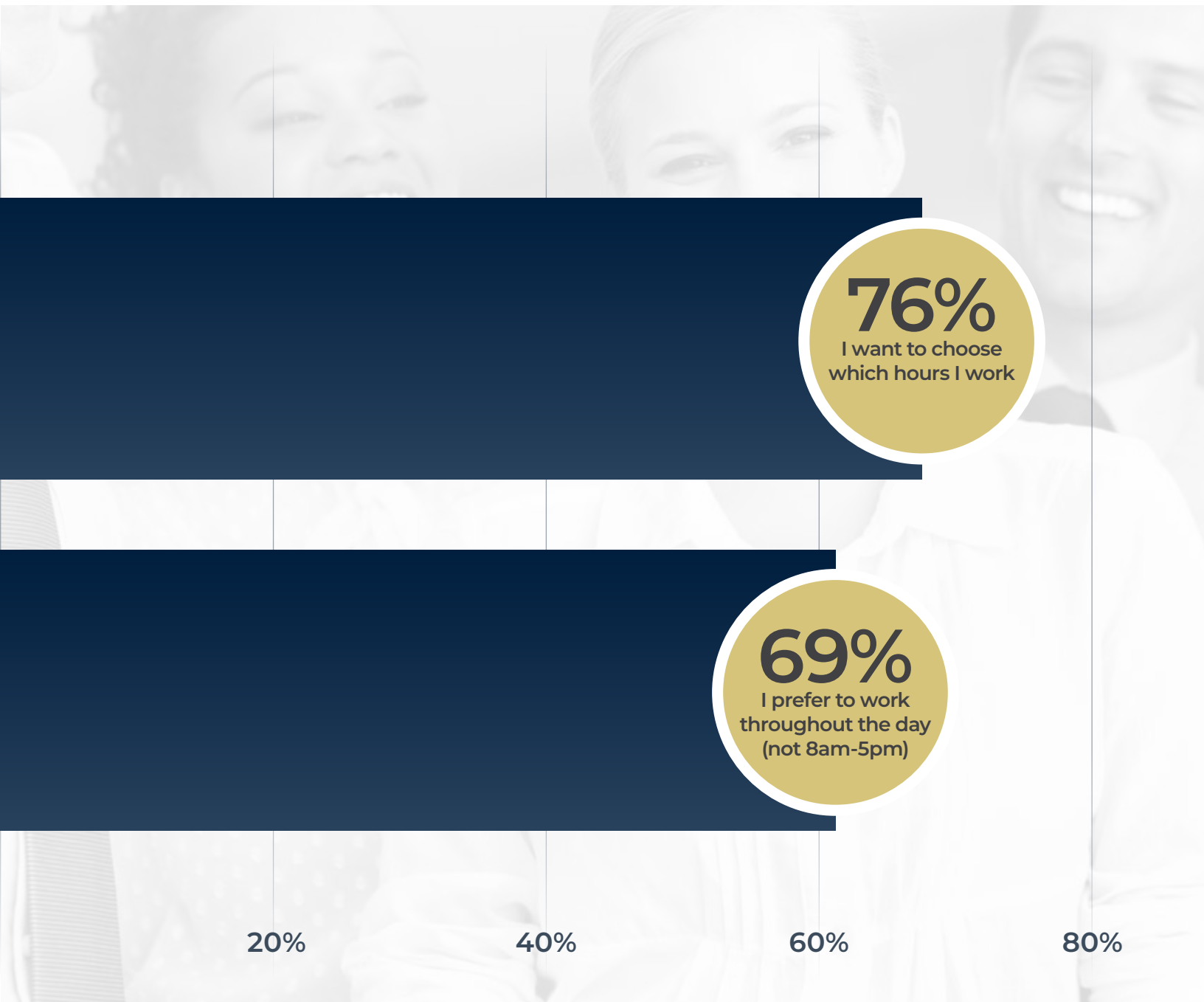
The annual [Legal Trends Report from Clio](#) found similar results that a large number of attorneys strongly favor the flexibility of remote work. Firms offering these working arrangements will have improved recruitment and retention when it comes to hiring.

MANY LAWYERS PREFER REMOTE/VIRTUAL WORK





MOST LAWYERS WANT FLEXIBLE WORK SCHEDULES



The pandemic permanently changed where, when, and how lawyers work.

Employees who enjoy the benefits of remote work are often more loyal and have higher retention rates. This stability can lead to stronger team dynamics and greater overall productivity. By fostering a positive work environment through remote opportunities, firms can reduce turnover and maintain a skilled and experienced team.



SECTION 6: ABOUT OUTSOURCING TO REMOTE ASSOCIATES



WHAT IS A REMOTE ASSOCIATE?

A Remote Associate is very similar to a traditional in-office associate attorney. However, they perform work for your firm remotely and are paid as an independent contractor via LAWCLERK.

HOW ARE CONFLICT CHECKS HANDLED?

We have a built-in conflict check process that allows you to screen for any conflicts with the Remote Associate before you are matched. You are also able to check for conflicts each time you assign a Remote Associate new work.

HOW ARE PAYMENTS HANDLED FOR A REMOTE ASSOCIATE?

Great question! Your firm will pay LAWCLERK and then LAWCLERK will pay your Remote Associate. LAWCLERK will handle the admin work and issue the Remote Associate a Tax Form 1099 each year for tax reporting purposes.

HOW DOES INSURANCE WORK FOR A REMOTE ASSOCIATE?

The Remote Associate is not required to carry independent professional liability insurance. The professional liability insurance and ultimate responsibility for the work product will be that of the firm.

CAN WE WORK WITH MORE THAN ONE REMOTE ASSOCIATE TO POWER OUR FIRM?

Absolutely! You can work with as many Remote Associates as you need to support your existing team.

WHAT IF I NEED TO SWITCH TO A DIFFERENT REMOTE ASSOCIATE?

We know your staffing needs may change or perhaps your Remote Associate will take a different job. We can help your firm transition from one Remote Associate to another very quickly to keep your firm moving.

WHAT ETHICS RULES SHOULD WE KEEP IN MIND WHEN WORKING WITH A REMOTE ASSOCIATE?

The key ethics rules to keep in mind include your duty of supervision (MRPC 5.1), confidentiality (MRPC 1.6), reasonable fees (MRPC 1.5), competency (MRPC 1.1), unauthorized practice of law (MRPC 5.5) and communication (MRPC 1.4).

To get more information on the ethics rules of all 50 states, download our [whitepaper on how the LAWCLERK business model fits](#) within the unauthorized practice of law framework for every state.

For more answers to FAQs, we invite you to visit www.lawclerk.legal.



SECTION 7: REMOTE ASSOCIATES: YOUR SECRET WEAPON

In the competitive legal industry, staying ahead of the curve is paramount. One often-overlooked strategy that can offer law firms a significant edge is hiring remote associates. Outsourcing to remote legal professionals not only allows law firms to scale quickly but also provides access to a wider pool of specialized talent. Many law firm owners say remote associates are their secret weapon.



QUICK SCALING TO MEET DEMAND

Traditional hiring practices in the legal industry can be notoriously slow. The process of recruiting, vetting, and onboarding new associates often stretches across several months. This delay can hinder a law firm's ability to respond to increasing client demands or capitalize on new opportunities. On the other hand, outsourcing to remote associates can dramatically speed up the hiring process.

By tapping into a broader talent pool, law firms can hire qualified professionals in a matter of days rather than months. This rapid scalability is crucial for addressing temporary workload spikes, launching new practice areas, or expanding into new markets.



IMMEDIATE IMPACT

Remote associates can start contributing immediately, thanks to streamlined onboarding processes and the removal of geographical barriers. These professionals are accustomed to working independently and are equipped to integrate seamlessly into your firm's workflow. The result is a nearly immediate boost in productivity and capacity.



NICHE EXPERTISE ON DEMAND

The legal field encompasses a vast array of specialties, from intellectual property to environmental law. Finding associates with the right expertise at the right time can be challenging, especially when confined to a local talent pool. Remote hiring breaks down these barriers, allowing firms to connect with experts in specific niche areas.

Whether you need an attorney with deep knowledge in cybersecurity law or someone well-versed in international trade regulations, remote associates offer the flexibility to bring in the exact talent required for each case. This targeted approach ensures that clients receive the highest level of expertise, enhancing the firm's reputation and success rate.



BROAD EXPERTISE AND VERSATILITY

In addition to niche specialists, remote hiring also opens the door to versatile attorneys who possess broad knowledge across multiple areas of law. These professionals can adapt to various cases and client needs, providing a valuable resource for firms looking to maintain a diverse practice. Their broad expertise can lead to more comprehensive legal strategies and innovative solutions, setting the firm apart from others confined to a more limited talent pool.

Incorporating remote associates into a law firm's staffing strategy offers numerous advantages, from rapid hiring and specialized talent access to cost savings and enhanced employee satisfaction. As the legal industry continues to evolve, firms that leverage the benefits of remote hiring will be better positioned to stay competitive and meet the dynamic needs of their clients.



SECTION 8:

REMOTE ASSOCIATES: A NEW ERA OF LEGAL EXCELLENCE



The so-called “gig economy” has reached the legal industry and the number of highly-skilled lawyers looking to work on a freelance basis is exponentially increasing as they realize they can put their education and training to work in a way that is also conducive to their families and lives.

One of the most common questions we hear is why do some lawyers want to be full-time freelance lawyers?

This is a great question with endless possible answers. Let’s explore some astonishing facts that hopefully will resonate as you think about your colleagues over the years. Fifty-seven percent (57%) of lawyers in private practice stop practicing within five

years. These are attorneys that went to law school, passed the bar, possibly had a state or federal clerkship, and then worked for a firm or the government for years.

Many talented and brilliant professionals leave the practice of law as it is traditionally defined. Instead, they find a career path compatible with the life they want to lead outside of work. These talented men and women are rejoining the legal force as freelance attorneys, or “remote associates,” because they can work when, where and how much they want to work. They can mold their legal career around their lifestyle and family life without the commitment of full-time employment.



Here is another staggering statistic: at the 250 largest law firms, there is less than a 30% chance of making partner. This is often called the “big law up or out” system. Highly skilled lawyers without the necessary million-dollar book of business to become partner are leaving big law and many are hanging their own shingle and freelancing as they build their firms or cultivating freelance careers as they are keenly appreciative of its flexibility after big firm burnout.

There are many other life circumstances that are conducive to freelancing. Military spouses, for instance, are well-suited for a freelance career as they must frequently move. Attorneys that have opened their own practices and are

working on developing their book of business often supplement their income by freelancing. And law school professors make additional money during their summers off.

A new trend is also developing with retired lawyers choosing to freelance. Whether motivated by the need to “stay in the game,” a love for the law, or financial considerations, attorneys with decades of experience are offering their sage advice on a freelance basis.

Want to know the best way to truly discover the excellent work that remote associates can do for your firm? Simply give it a try. A new era of excellence in legal work is here.



**AT THE 250
LARGEST LAW
FIRMS, THERE
IS LESS THAN A
30% CHANCE OF
MAKING PARTNER.**



SECTION 9: WHAT'S THE ROI FOR WORKING WITH REMOTE ASSOCIATES?

From day one LAWCLERK was designed to provide law firms of all sizes with flexible options to power their firms and increase revenue. We do that by providing you access to thousands of US based Remote Associates -aka contract lawyers - with years of experience in a variety of practice areas.

So, what is the return on investment?

Surely this is a question you will get asked.

Every dollar invested with a talented Remote Associate with LAWCLERK can easily become \$3 of revenue. That's right - \$1 will become \$3 or more.

Here's an example to illustrate the potential return on investment.

Here's an example to illustrate the potential return on investment.

A law firm from Illinois worked with LAWCLERK to quickly assemble a team of four full-time remote associates to complete a large document review via Relativity. The firm was able to select the Remote Associates and get them up and running in approximately two weeks.

Each remote associate was asked to work around 120 hours per month. The firm paid LAWCLERK \$100 per hour worked.

In the first four weeks, here is how the document review team performed:

- **Worked 479.94 hours to review and tag thousands of documents.**
- **The firm paid LAWCLERK \$47,994.**
- **The firm was able to bill this work to their client at a reasonable hourly rate of \$300/hour, for a total of \$143,982.**
- **Not only did the team complete a fast and efficient review of thousands of documents, but the work generated an additional \$95,988 of profit for the firm in just one month!**





Now imagine if the firm keeps the team going for six months, nine months or even a year (or more)! This team of Remote Associates could easily produce over \$1 million in revenue over the course of a year.

When setting the hourly rates for your Remote Associate(s), be mindful of Model Rule 1.5, which says that an attorney can bill the client for work at a reasonable market rate. That includes the work of Remote Associates. So, consider factors like how many years has the Remote Associate been practicing, the complexity of the work they are performing, as well as the current hourly rates in your geographic area.

Further, in Formal Opinion 00-420, the ABA Committee on Ethics and Professional Responsibility explained that attorneys may bill the services of Remote Associates aka contract lawyers to their clients at prevailing market rates (verses the rate paid to the contract lawyer) as long as the overall hourly rate satisfies Model Rule 1.5(a)'s reasonableness requirement.

The bottom line is no matter if you are a law firm of one attorney or twenty (or more!), you can boost your annual revenue by investing in the talented remote associates at LAWCLERK to see a ROI of 3x or more.



“

LAWCLERK was a lifesaver for me when I was focused on growth in my law practice but lacked capacity to handle all of the work that was coming in. I could either turn work away or get help. I joined the subscription program and worked with a single Subscription Remote Associate for nearly three years. With her legal acumen and excellent writing skills, I was able to handle a much larger case load, which means to me that I was able to help a lot more people. With the added capacity, my firm grew. LAWCLERK made the process simple, handling all of the administrative details. Plus, I knew that through LAWCLERK I was protected if my associate was unavailable, because I would be able to access LAWCLERK's network of qualified lawyers to jump in and help me as needed. I highly recommend LAWCLERK to practices that need some extra experienced hands on deck.

”



Megan Zavieh

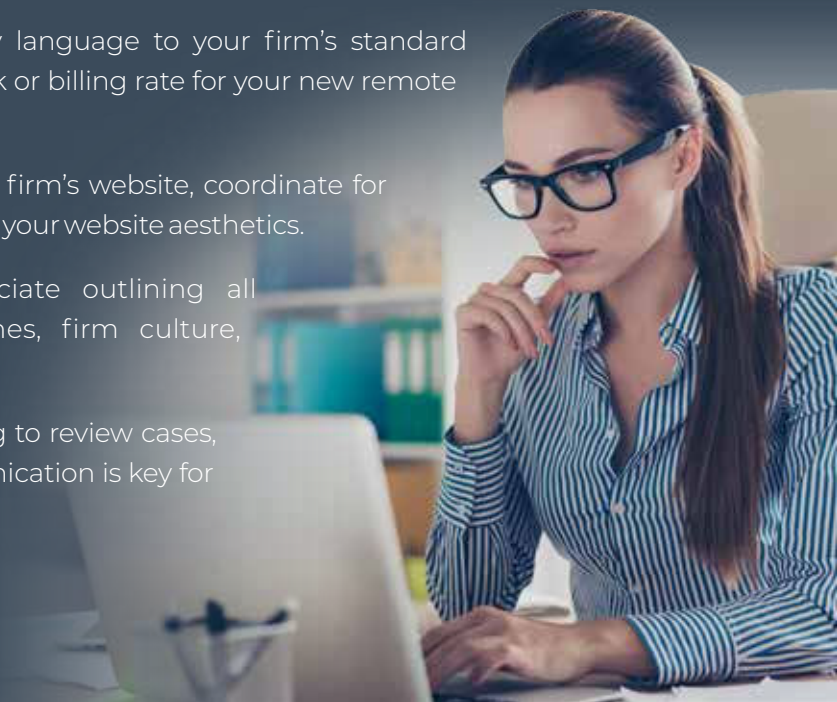


SECTION 10: BEST PRACTICES FOR INTEGRATING REMOTE ASSOCIATES



Here are our top ten best practices to successfully integrate full-time remote associates into your mass tort law firm..

1. Develop an onboarding schedule for the first week or two so you can get them up to speed on cases and the work they need to start.
2. Set them up with a firm email address as well as access to any tools they will need such as logins to practice management software, research tools, document management, instant messaging, etc. Many firms send the remote associate a computer specific for their work so they can control the technology.
3. Send an email to the firm letting them know a new team member will be joining as a remote associate along with their expected start day.
4. Schedule a “Welcome” Zoom session with the team they will be working with on their first day. This can be a quick 15-minute Zoom but can go a long way to welcome the remote associate and start to integrate them.
5. Establish preferred communication channels (email, Slack, phone, etc....) for internal team messages.
6. If they have an assigned legal assistant for help with e-filing or administrative work, be sure to introduce them to the assistant and plan time for them to get to know each other and discuss work styles.
7. Consider if you need to add or revise any language to your firm’s standard engagement agreement regarding the work or billing rate for your new remote associate.
8. If you will add the remote associate to your firm’s website, coordinate for them to get a professional headshot to match your website aesthetics.
9. Prepare a memo to the remote associate outlining all requirements for work product, deadlines, firm culture, communication, billing time, etc.
10. Schedule a regular weekly check in meeting to review cases, assign work and answer questions. Communication is key for long-term success!



LET'S GET TO WORK!

At LAWCLERK, we know a thing or two about hiring associates. That's why we have built a variety of tools to help busy law firms of all sizes get more work done. Our solutions are flexible and innovative.

Traditional hiring methods often involve lengthy recruitment processes, high overhead costs, and limited access to diverse talent. Law firms relying solely on full-time, in-office associates may find it challenging to adapt to fluctuating workloads and client demands. This rigidity can hinder a firm's ability to grow and remain competitive in a rapidly evolving legal landscape.

To address these challenges, many law firms are turning to alternative hiring strategies. By incorporating part-time hires & outsourcing into their staffing models, firms can better manage their resources and respond more effectively to client needs. These strategies provide the flexibility to scale up or down as needed, ensuring that firms can maintain high levels of service without overextending their budgets.

LAWCLERK offers several flexible solutions to help your legal team scale up (or down), depending on your needs. Whether you need additional legal support for long term engagements, short-term work, or high volume initiatives, we have solutions to fit your needs. Our Hourly Remote Associates are also more than para-professionals. Provided you both remain compliant with the Rules of Professional Conduct, they can show up to court on your behalf, negotiate with opposing counsel, take depositions or interact with clients.



LAWCLERK
READY TO GET STARTED?
REACH OUT TODAY!

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