

Law Firm Virtual Support Services Overview

Practice-ready support integrated into your existing workflows. We work within your systems, protocols, and preferences.

WHAT EACH SERVICE HANDLES

01

Paralegal Support

Experienced legal professionals who assist attorneys with case preparation and document management under attorney direction.

KEY TASKS

- Draft pleadings, motions, and discovery responses
- Organize and summarize medical records and case files
- Prepare demand packages and settlement documentation
- Conduct legal research and cite-check briefs
- Maintain case timelines and court deadlines

Reduces attorney time spent on preparation and administrative work.

02

Attorney Operations & Growth

Operational and administrative support for firm management, professional development, and compliance coordination.

KEY TASKS

- Track bar memberships, renewals, and credentials
- Manage CLE tracking and continuing education
- Organize expense tracking and reimbursement records
- Research and coordinate professional development opportunities
- Support compliance tracking, retention, and internal documentation

Improves consistency and control across firm operations and professional requirements.

03

Client Intake

Structured intake support to ensure inquiries are handled promptly and consistently.

KEY TASKS

- Respond to inbound inquiries via phone and web forms
- Collect preliminary case information and intake details
- Schedule consultations and send confirmation reminders
- Collect preliminary case information and intake details
- Route qualified matters to designated attorneys

Improves responsiveness and increases consistency in intake handling and lead routing.

04

Law Firm Billing

Administrative billing support focused on invoice processing and accounts receivable monitoring.

KEY TASKS

- Review and process time entries within billing systems
- Prepare and issue client invoices on scheduled cycles
- Monitor accounts receivable and identify overdue balances
- Coordinate payment follow-up communications
- Reconcile billing records and prepare standard reports

Supports timely billing cycles and improves visibility into accounts receivable.

05

Law Firm Marketing

Execution support for routine marketing activities and content production.

KEY TASKS

- Draft and schedule social media content
- Prepare blog posts, newsletters, and email communications
- Update website copy and practice area descriptions
- Coordinate with external designers or agencies
- Track and report basic engagement metrics

Maintains consistent firm visibility and supports ongoing marketing execution.

06

Law Firm Receptionist

Professional call handling and front-line communication support for law firms.

KEY TASKS

- Answer and route inbound calls during designated hours
- Take and relay messages to appropriate staff
- Manage web chat and general inquiry channels
- Schedule appointments and maintain calendars
- Manage overflow call volume when needed

Improves responsiveness to inbound communications and reduces missed inquiries.

07

Legal Executive Assistant

Administrative support for managing partners and senior attorneys.

KEY TASKS

- Manage complex calendars and travel arrangements
- Draft and proofread correspondence
- Prepare presentations, agendas, and briefing materials
- Coordinate with clients, courts, and outside counsel
- Track deadlines and follow-up items

Improves efficiency in partner-level administration and schedule management.

08

One-Time Projects

Defined-scope support for discrete or time-limited needs.

KEY TASKS

- Document review and file organization
- Data entry, database cleanup, and records migration
- Research assignments and reporting
- Legal document translation (bilingual support where applicable)
- Temporary coverage during absences or transitions

Provides flexible support for defined-scope work and short-term operational needs.

Let's discuss how we can support your practice.

equityva.com