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Centerbase CloudBased Law Firm Management & Growth Platform

## Key Optimization Features of Law Firm Management Software

Joseph Benstowe · Thursday, October 19th, 2023

Let's face it: there isn't enough time in the day for attorneys and staff to complete all the work that has to be done in a law firm. That's why so many firms have turned away from manual processes toward law firm management software.

But not all [legal practice management software](#) platforms are created equal.

Almost every platform has basic features, including collecting client information, checking for conflicts, storing documents and templates, recording billable hours, tracking expenses, and managing invoicing.

Industry-leading law practice management software is different. Not only does this software take manual work off your plate, but it also streamlines the practice of law, [improving productivity and smoothing operations](#).

Here are just some of the many ways that advanced legal technology can help your law firm simplify operations and optimize its overall productivity.

## Keep track of everything with centralized client, document, and matter management

Too many law firms have multiple systems to corral their data and documents, including client details, case documents, emails, and more. Advanced software platforms centralize information, allowing firms to store and manage all client and matter-related information in one place, from client lead through intake, matter creation, invoicing, and payment. No more clicking tabs to piece matters together. Plus, using a single repository for the entire client lifecycle eliminates the redundant work of maintaining data across multiple tools.

Users can create, track, and organize cases, manage deadlines, assign tasks to team members, and send conflict checks and bills from a matter, ensuring everyone is on the same page regarding case progress and upcoming deadlines. Version control and audit trails help [maintain the integrity of legal documents](#), ensuring that the latest versions are always accessible.

## Capture more time and hit your billable targets

Many timekeepers don't record their billable hours as they work. When they record their billable time days later, they lose up to 50% of their hours.

Market-leading legal software offers automated time capture that automatically records time for every minute spent on a matter, including phone calls, emails, and texts, even when you're away from your desk. Leading platforms also coordinate time entries with matters, expediting bill creation and improving billing accuracy.

## Customize workflows and automate tasks

Advanced platforms enable law firms to automate repetitive tasks, such as document assembly for frequently used documents, [client intake](#), and billing. For example, firms can automate workflows that send client reminders and follow-up emails for overdue invoices.

And configurable billing workflows can be customized to match your specific billing requirements including approval workflows. This flexibility ensures that the billing process aligns seamlessly with your needs, reducing the time you spend on manual adjustments and reviews.

## Bill clients and get paid faster

Online invoicing and billing helps you meet client expectations for a seamless customer experience while shaving weeks off your billing cycle. Automated billing solutions like ePre-bills help your firm review, approve, and send out bills up to 20 times faster. Plus, solutions that integrate time and expense tracking make it easier to capture billable activities, costs, and expenses, reducing the time spent manually reconciling hours and expenses.

On the client side, leading platforms offer [self-service portals](#) that allow clients to access electronic invoices and make online payments. This convenience not only enhances the client experience but

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also accelerates the payment collection process. Clients can ask questions and make payments seamlessly, reducing the time spent on follow-up calls and emails.

## Ready to say goodbye to law firm chaos?

The practice of law is complex enough — there's no room for additional chaos. A commitment to leveraging law practice management software to its fullest potential can transform how your law firm operates.

[Get a free demo](#) to learn how Centerbase can help you hit your productivity and profitability goals in one fell swoop.

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