



**WovenLegal<sup>®</sup>**

# **Revolutionize Your Firm's Workforce for the Future:**

---

**The Staffing Strategy  
Every Law Firm Needs**



## Content

### White Paper

---

<b>The Inconvenient Truth of the Current Talent Market</b>	<b>3</b>
<b>5 Legal Staffing Pain Points</b>	<b>4</b>
<b>The Economic Impact of Inefficient Staffing</b>	<b>6</b>
<b>Virtual Staffing: A Game-Changer for Law Firms</b>	<b>8</b>
<b>Woven Legal’s Approach to Virtual Staffing</b>	<b>9</b>
<b>The Benefits of Virtual Staffing</b>	<b>11</b>
<b>Virtual Staffing in Action</b>	<b>14</b>
<b>Key Considerations for Implementing Virtual Staffing</b>	<b>14</b>
<b>Unlock the Full Potential of Your Law Firm</b>	<b>16</b>
<b>About Woven Legal</b>	<b>17</b>

# INTRODUCTION

Modern law firms face the ongoing challenge of adapting to new technologies and meeting the increasingly complex needs of clients. As firms strive to stay competitive and efficient, one such area that is being reevaluated is the traditional workforce. This upheaval is made even more complicated as many practices find themselves drowning in a sea of unqualified applicants and a shortage of high-quality candidates.

The question is, what are the top-performing law firms doing to counter support talent scarcity? For many successful practices, virtual staffing is the solution. Virtual staffing provides flexibility and nationwide access to experienced support talent, thereby enabling solo and small-sized firms to compete with larger entities that may be leaching their talent.

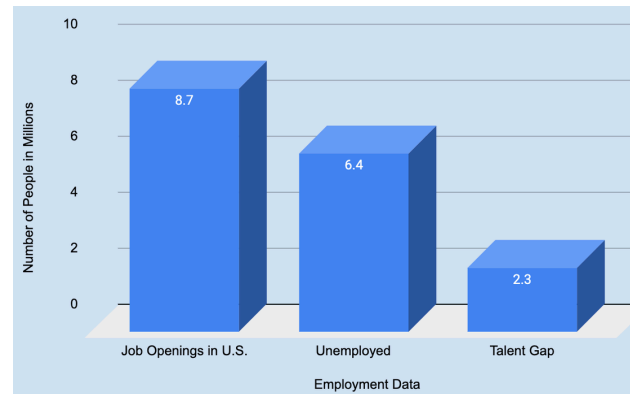
This white paper explores the following:

1. Five legal staffing pain points
2. The state of the legal support staff talent market
3. The economic impacts of inefficient staffing
4. The role of virtual staffing in maximizing profitability and control over labor costs

The paper will also examine how law firms can align themselves with virtual staffing partners that will connect firms with vetted, experienced legal administrative professionals.

## The Inconvenient Truth of the Current Talent Market

As of mid-2024, the U.S. has **roughly 8.7 million job openings** and approximately 6.4 million unemployed workers. Even if all 6.4 million of those individuals found jobs, the nation would still be left with approximately 2.3 million unfilled positions. There's simply not enough talent to fill vacant positions.



Considering the unique demands placed on paralegals, legal assistants, and bookkeepers, it is clear that the country is in the midst of a talent desert. Skilled workers are scarce, and the problem is only getting worse.

The current talent market can pose a wide range of challenges for law firms. Most notably, little to no talent could mean that the practice carries vacancies for longer. However, all of that work still has to be done. What will likely happen is that attorneys will have to take on administrative tasks, which diverts their attention away from high-value work.

The bottom line is that high-performing law firms have solved the staffing equation. Those that fail to do so will struggle to hit productivity and profitability goals.



## 5 Legal Staffing Pain Points

Solo to small-sized law firms may encounter a wide array of staffing hurdles, including the following:

### 1. A Lack of Time to Devote to the Hiring Process

One of the most pressing challenges faced by solo to small-sized law firms is the lack of time available to dedicate to the hiring process. **According to LinkedIn, it takes about 100 person-hours to hire someone.**

Attorneys are often inundated with client work and case management. They have little room for the extensive efforts required to recruit and onboard new staff.

The hiring process involves a multitude of steps, all of which are critical for connecting with and attracting the right candidates. Some key stages include:

- Drafting job descriptions
- Posting vacancies
- Screening resumes
- Conducting interviews



After a firm has landed a strong candidate, it still has to devote hours to the onboarding and training process. A lackluster onboarding can cause the new relationship to sour and extend the time it takes for the employee to become a productive member of the team.

For many law firms, juggling all of these tasks becomes overwhelming. This inability to efficiently manage the hiring process can ultimately hinder a practice's growth and its ability to serve clients effectively.

However, rushing through the hiring process is not a viable option. Bad hires have a high risk of failing. Legal businesses must find a way to balance their time constraints with the pressing demand for talent.

### 2. Added Overhead and Logistical Responsibilities

In addition to the time commitment, the financial burden associated with hiring full-time employees (FTEs) represents a major concern for law firms.

The overhead costs include salaries, benefits, payroll taxes, office space, equipment, and other logistical needs. These expenses can quickly add up, especially for solo attorneys and small practices with limited budgets.

---

In theory, a new hire will ultimately make life simpler and more manageable for the law firm. However, each extra worker adds a new layer of complexity to talent management. The attorney must address compliance concerns such as labor laws and organize a training program to get the new employee up to speed.

Adding a new employee to the mix raises other questions. Who does the person report to? How are their daily tasks prioritized? What is the firm's hierarchical structure?

While well-established firms should have many of these questions sorted out, smaller practices may not have addressed these concerns.

The logistical challenges of maintaining on-site staff can divert resources away from the firm's core activities. It can become more difficult to focus on what truly matters: delivering exceptional legal services to clients.

### 3. Not Enough Work to Justify a Full-Time Employee

Another common issue law firms face is the inconsistency in workload. Hiring a full-time employee is a long-term commitment that will cost the business tens of thousands of dollars in wage and benefits expenses.

According to the U.S. Bureau of Labor Statistics, the median pay for paralegals and legal assistants is [\*\*\\$60,970\*\*](#). That figure does not include other expenses associated with employing one of these professionals.

During busier periods, a law firm may have a dire need for a legal assistant. During slower periods, the cost of maintaining a full-time staff member may outweigh the benefits, leading to wasted resources.

Hiring too soon or when it's not necessary can curtail a law firm's long-term growth and profitability.



Income may be variable and volatile, whereas the cost of the full-time employee is fixed and significant.

### 4. Project-Based Assignments Due to Ebbs and Flows of Client Work

Law firms commonly take on project-based assignments. Specific cases or transactions require intense focus for a limited period. Once the project is completed, the need for additional staffing may diminish, making it difficult to justify long-term employment contracts. This cyclical nature of legal work necessitates a flexible staffing solution that can adapt to the firm's changing needs without committing to full-time employment.

There's another variable that attorneys must keep in mind: the need for specialized skills. One project may call for a particular skill set, whereas another undertaking demands a completely different set of talents.

If a law firm brings in a support professional with a niche skill set, they may find that the individual is unable to adapt to shifting project demands.



Once again, short-term staffing solutions appear to be the more pragmatic and adaptable option for law firms. Attorneys can scale up or down their staffing support based on current demand trends while also sourcing niche talent to tackle specialized projects.

This flexibility can promote long-term growth by ensuring that attorneys have access to the skills they need without maintaining a bloated workforce or excessive labor costs.



## 5. A Lack of Qualified Local Talent

Firms that solely hire from the local market may struggle to compete with larger organizations that offer more worker perks. Even if [top candidates](#) aren't being lured away by better benefits or pay, firms could have a tough time connecting with qualified local talent due to a depleted workforce.

Smaller firms – particularly those located in less populated areas – may struggle to find qualified legal professionals within their local market. This lack of access to a broader talent pool can result in prolonged vacancies and lower service quality. Long-term, a lack of talent can translate to missed opportunities for growth.

The competition for skilled legal professionals is fierce, and firms confined to local hiring often find themselves at a disadvantage. A shift in mindset and approach to staffing can mean the difference between a talented workforce and an overworked group of employees.

## The Economic Impact of Inefficient Staffing

Staffing hurdles can have a wide range of economic impacts on a law firm. These costs can take the form of waste due to bad hires, hidden expenses associated with traditional staffing, and missed opportunities due to shortages.

## The Financial Toll of Bad Hires

[Bad hires](#) represent one of the most severe financial mishaps a legal team can make. [On average, bringing in the wrong employee can cost a business \\$17,000.](#) A firm's actual expenses will vary depending on the role and how much they invest in training before realizing the new hire won't work out.

Bad hires disrupt the workflow and drain resources that could have been allocated to more productive endeavors. The wrong person could negatively impact client relationships, cause case delays due to filing mishaps, and damage the firm's reputation.

Additionally, the indirect costs of a bad hire can be just as damaging. These include decreased morale among existing employees, increased workload for other team members who must pick up the slack, and potential liabilities if the new employee's conduct is unethical.

Ultimately, firms will have to part ways with bad hires and go back to square one. This means that the business not only suffers significant financial setbacks but is also left to readdress the talent issue.



## Hidden Costs of Traditional Staffing Models

Traditional staffing models involve hiring full- or part-time on-site employees. This approach to talent management comes with a range of hidden costs that many businesses overlook. Obvious expenses like salaries and benefits represent the bulk of the cost of traditional staffing. However, firms must also account for expenses associated with:

- **Office space**
- **Equipment**
- **Utilities**
- **Other overhead from maintaining a physical workspace**

These costs can be particularly burdensome for solo to small-sized law firms with limited budgets.

In addition to overhead, traditional staffing models create new logistical and administrative burdens. A practice will have to devote several hours each week to managing and overseeing employees, which can offset some of the productivity benefits of new hires. New additions to the team will require the most direct oversight during their first few months at the firm, and this increases the burden of already overworked staff members.



The other cost of traditional staffing involves its inherent rigidity. As mentioned previously, bringing in one new team member can take 100+ person-hours. It's a simple fact that finding and hiring new talent takes a lot of time. Firms can't just scale up or down the workforce in response to fluctuating demand. This leaves many practices with overstretched staff or underutilized resources.

Even if firms can fill key vacancies in a timely manner, they still have to worry about the character and quality of each candidate. A bad hire may file a frivolous complaint with the state labor department, resulting in a distracting and costly investigation that can stain the firm's reputation and may even reach the state bar association.

## Unexpected Losses Associated With Shortages

The third aspect of costs can be linked to missed opportunities. While this expense can be difficult to quantify, it also represents one of the most significant dangers associated with shortages.

Think about it this way: A small law office with a paralegal vacancy will have a reduced capacity to perform administrative tasks, prep documents, and engage in other important work. Other employees—or the attorneys themselves—will have to pick up the slack, which means increased workloads and a greater risk of burnout.

The extra workload associated with the vacancy can have a trickle-down effect on the firm and its clients. The firm may be at an increased risk of missing filing and court deadlines, and client service will suffer. Compounded over time, these issues can drastically encumber a firm's growth and profitability.



## Virtual Staffing: A Game-Changer for Law Firms

---

Full-time employees are invaluable to a firm’s culture and continuity, but hiring another salaried worker isn’t always the right solution to an organization’s talent needs. A bad hire might even disrupt the chemistry of the existing team. Part-time or locally-sourced contract-based workers can be just as tedious to find and hire as full-time employees. So what’s the answer?

For many practices, virtual staffing is the solution to their talent woes. A virtual approach expands the talent pool from local markets to a truly national ecosystem of prospective candidates. Through virtual staffing, firms can address critical talent needs while avoiding the overhead and logistical nightmare associated with equipping an in-person employee.

### What Is Virtual Staffing?

---

**Virtual staffing leverages technology to connect law firms with experienced legal professionals and support staff who work remotely. Unlike traditional staffing models, which require employees to be physically present in the office, virtual staffing allows firms to tap into a nationwide talent pool, regardless of geographic location.**

---

Virtual staffing has become even more prevalent in response to worker demand for remote opportunities. Remote work opportunities provide numerous benefits to employees, including increased flexibility and the ability to avoid long commutes. Roughly **30% of remote workers** also report being more productive and engaged when they work from the comfort of their own homes.

The virtual approach provides flexibility. Law firms can hire legal professionals on a fractional, month-to-month, or project basis, depending on their needs. The virtual model is particularly well-suited to the legal industry, where tasks such as **document research, legal research, drafting, and administrative support** can be effectively performed remotely.

By removing location constraints from the equation, virtual staffing opens up access to a broader range of specialized skills and experience. Lawyers can find people with the knowledge necessary to tackle niche projects and ensure client needs are met.

However, it’s important to keep in mind that larger staffing companies may not be able to meet the needs of a growing law firm – unfortunately, many of these organizations only care about quick placements and often overlook the full ramifications of each hire. A smaller, privately owned provider that specializes in sourcing and placing legal talent may be the wiser choice.

### How Virtual Staffing Solves Common Pain Points

Solo to small-sized law firms can resolve many common hiring pain points by going the virtual route. Most notably, digital staffing strategies offer flexibility. They can engage with virtual staff on an as-needed basis, ensuring they have the right level of support during busy periods without carrying the cost of underutilized staff during slow times.





---

Law offices can also reduce their overhead costs. They won't have to allocate office space, equipment, or utilities to remote workers. They can lower their operating expenses and use those savings in other areas of the business.

Additionally, the administrative burden associated with managing full-time employees is minimized, as many virtual staffing providers handle payroll, benefits, and compliance.

Finally, because many firms find themselves navigating a sea of unqualified applicants, virtual staffing allows them to look outside their local market to find qualified legal professionals across the nation. By casting a wider net, firms can attract top talent from across the country, ensuring they have the right skills to meet client needs and achieve successful outcomes.

## Unexpected Losses Associated With Shortages

Productivity is one of the foundational elements of a firm's success. Virtual staffing - particularly those focused solely on serving law firms - can help practices be more productive by ensuring they have access to the labor and skills necessary to adequately serve clients.

---

**By allowing firms to match their talent to any workload, virtual staffing ensures that attorneys can focus on high-value tasks without being bogged down by clerical or administrative work. For example, a virtual legal assistant can handle tasks such as scheduling, client communication, and document management, freeing up attorneys to concentrate on legal strategy and representation.**

---

The virtual approach not only provides access to more labor but also gives firms the ability to tap into specialized skills on demand. If a practice needs support with drafting complex documents or managing discovery in a case, it can connect with an experienced professional who is efficient in conducting these types of tasks.

On-demand access to talent allows attorneys to work more efficiently. They can use this additional time to deliver better outcomes for clients and improve overall performance.

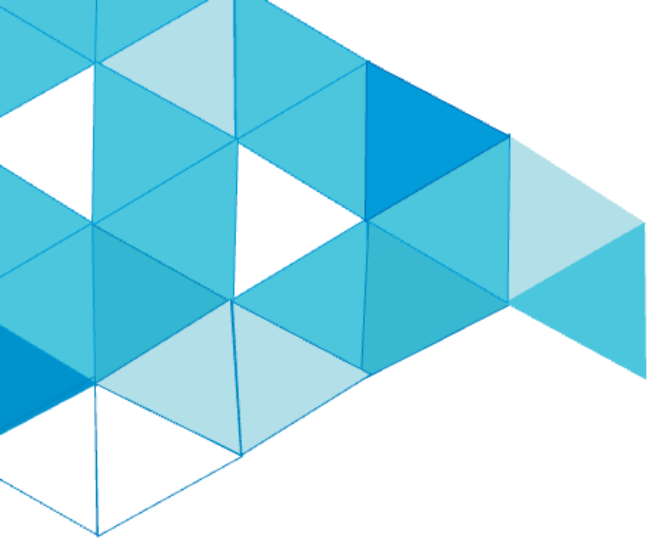
## Woven Legal's Approach to Virtual Staffing

Virtual staffing and hiring remote workers are not one and the same. If a firm brings in remote talent, it will encounter many of the same workforce management and recruiting challenges associated with hiring locally. Virtual staffing goes beyond the traditional hiring method and involves partnering with a collaborative talent acquisition partner like Woven Legal.

Woven Legal matches high-caliber virtual legal professionals (VLPs) with law firms that will reap significant benefits from their services. Our modern option promotes lasting relationships, optimal productivity, and long-term practice growth. Here's a look at how Woven Legal effectively meets the talent needs of our valued law firm clients.

## The Woven Legal Difference

Woven Legal stands out in the virtual staffing space by offering a tailored, client-focused approach that goes beyond simply matching firms with remote legal professionals. As a women-owned business with deep industry experience, we understand the unique challenges that law firms face and are committed to providing solutions that enhance both profitability and control.



---

What truly differentiates Woven Legal is our unwavering dedication to successful outcomes for both our clients and contractors, as well as our advisory approach to continuous support. Unlike many providers that rely solely on algorithms for candidate matching, we take a hands-on, personalized approach. Our comprehensive vetting process is designed to align legal professionals who meet the specific needs of each client, resulting in mutually beneficial and thriving partnerships.

---

Woven Legal is committed to providing ongoing support throughout the engagement, ensuring that both clients and contractors have the resources they need to succeed. This includes regular check-ins and feedback sessions to address any concerns or challenges that arise. If a particular contractor does not work out for any reason, we promptly step in to facilitate a seamless transition by carefully selecting a suitable replacement. Our team provides coaching and guidance throughout this process, helping both the firm and the new contractor adapt smoothly to maintain workflow continuity and minimize disruption.

This continuous support model fosters strong, long-term relationships between law firms and their virtual staff. We believe that ongoing relationship management is crucial in achieving optimal performance and satisfaction on both sides. By being actively involved and readily available to assist, Woven Legal not only enhances the overall effectiveness of the engagement but also strengthens the bond between our clients and their remote legal professionals, ultimately driving better outcomes for all parties involved.

## Tailored Staffing Solutions for Law Firms

Woven Legal offers a range of flexible solutions designed to meet the diverse needs of solo to small-sized law firms.

---

**One of the key offerings is the subscription-based staffing model, which provides firms with access to experienced legal professionals on a month-to-month basis. This model allows firms to scale their workforce up or down depending on their current workload without the commitment of a long-term contract.**

**In addition to subscription services, Woven Legal offers project-based support through the Productivity Center. This service was designed for firms that have short-term or ad hoc needs, such as managing a complex discovery process, downcutting legal research, or dealing with complex legal documents. By providing access to a team of skilled legal professionals who can step in as needed, we help firms maintain productivity.**

---

## Ensuring a Successful Engagement

Woven Legal leverages a proven process that puts clients first. Our five-step approach includes the following stages:

- 1. We listen and learn the details of where a firm has been on its hiring journey**



2. We search for the perfect fit
3. We come together to finalize the placement
4. We guide you through onboarding to create an environment where the VLP can thrive
5. We usher you and your VLP through the relationship to facilitate a successful partnership with consistent high-quality results.

From the outset, we work closely with each client to understand their specific needs and goals. This collaborative approach allows Woven Legal to match the firm with the right virtual professional and set the stage for a successful partnership. Once the engagement begins, we provide ongoing support to both the firm and the virtual staff member, helping to address any issues that arise.

By taking a proactive approach to engagement management, Woven Legal helps law firms achieve their staffing goals while maintaining control and oversight of their operations.

## The Benefits of Virtual Staffing

Virtual staffing offers law firms a flexible and efficient solution to meet their staffing needs without the constraints of old-school hiring. Practices can access high-quality talent nationwide.

This hiring method addresses common challenges such as fluctuating workloads and geographic limitations. It also provides significant cost savings and allows lawyers to focus on high-value tasks. Additionally, virtual staffing provides practices with an opportunity to maintain control over their operations while maximizing profitability.

### Cost Savings

By transitioning from a traditional hiring model to a virtual staffing approach, legal teams can avoid the significant investments involved in taking on salaries, benefits packages, and office space. The virtual worker will be paid directly by the staffing agency, providing the law firm with predictable, stable costs. This takes the guesswork out of labor cost planning and keeps total expenses down.

Firms are also able to reduce the overhead associated with maintaining a physical office while still accessing the expertise they need. Additionally, virtual staffing models often operate on a flexible, as-needed basis, meaning firms only pay for the services they require, further optimizing their budget and improving their bottom line.

Cutting costs is one of the best ways to build momentum. A law firm can reallocate the funds that would have been devoted to labor and infrastructure to more dynamic applications that yield strong returns. For example, a practice could use the additional funding to invest in marketing efforts, redesign its website, and focus on acquiring new clients.

### Increased Access to the Talent Landscape

Virtual staffing opens up access to a broader talent pool. Lawyers can tap into a nationwide market of experienced support professionals and find specialized skills that align with their current needs.



---

Virtual staffing opens up access to a broader talent pool. Lawyers can tap into a nationwide market of experienced support professionals and find specialized skills that align with their current needs.

Small firms and those based in less populated regions tend to face the most significant staffing challenges. They can overcome these barriers by working with remote professionals instead of limiting themselves to local markets.

Geographic limitations are no longer a barrier. Firms can recruit the best candidates for their specific needs regardless of location. This increased access to diverse talent ensures that law firms can maintain a high standard of service and stay competitive in a demanding legal market.

## Outsourced Search and Interviewing

Finding and interviewing candidates can be time-consuming and resource-intensive. Small practices simply don't have the time necessary to thoroughly search for candidates, much less interview them. This lack of time and resources can lead to rushed hiring processes and ineffective or incomplete vetting. As a result, firms may be at an increased risk of bad hires.

Virtual staffing providers like Woven Legal alleviate the burden of finding and vetting talent. Our organization handles everything from the talent search to the interview process. This outsourced approach saves firms time and allows them to focus on their core legal work rather than getting bogged down by administrative tasks.

A great staffing partner doesn't just remove the burden of sourcing talent. It will also help connect the firm with candidates who are a good fit for the business and its attorneys. Team chemistry is one of the most critical aspects of bringing in new talent. The highest-performing law firms excel at cultivating and maintaining a great culture through strategic hiring and vetting.

Partners like Woven Legal take the time to get to know clients and their values. This approach enables our business to find candidates who are a good fit for client organizations so firms can be confident that they are getting the best possible candidates.

## Reduced Overhead

Most attorneys are aware of the salary-related expenses associated with hiring. However, it can be easy to underestimate the overhead costs involved with traditional employment. The need for physical office space, utilities, and equipment compounds the financial burden of hiring. Virtual staffing eliminates these burdens from the equation.

Legal teams will enjoy fixed, transparent costs during virtual staffing arrangements. Many remote workers who are sourced through third parties operate as independent contractors. This means that firms are not responsible for benefits, payroll taxes, or other employment-related costs.

This reduced overhead allows firms to allocate resources more efficiently, improving financial stability and enabling investment in other areas of the business.

---

## Maximized Profitability

---

Virtual staffing services address a very important part of the profitability equation. Attorneys can use remote staffing options to get more work done and source better talent at a lower price point. When the cost of labor goes down and the quality of work is consistently high, profitability is a natural byproduct.

---

Through virtual staffing, firms can scale their workforce according to demand. They only have to pay for the resources they need at any given time. If an attorney takes on a big project, they can quickly source additional labor resources to get the job done on time and in accordance with client expectations. If they experience a lull in work, they can scale down their remote workforce.

The flexible nature of a virtual approach helps lawyers avoid the financial strain of maintaining full-time employees during slower periods. They can readily access skilled professionals when business picks up without having to endure the tedious hiring and interviewing process.

## Scalability

The traditional staffing model can be notoriously rigid. Suppose that a law firm takes on a huge influx of new cases and needs three paralegals to support its attorneys during this busy season. Assuming the firm needs about 100 person-hours to fill each role, it must devote nearly eight full 40-hour work weeks just to hire needed staff.

In the meantime, the existing staff still has to work on the new caseload. By the time the firm actually hires and trains the support staff, it could be approaching another lull in work.

Virtual staffing makes this rollercoaster experience a distant memory. Attorneys can adjust their workforce to match their current caseload. They can scale up or down quickly without devoting hundreds of hours and thousands of dollars to hiring. This adaptability ensures that firms can respond to changing business conditions without the delays and costs associated with traditional hiring.



---

## Enhanced Control

---

There's a common misconception that outsourcing services equate to reduced control. That's not always the case. Virtual staffing offers the perfect balance of delegation and control.

The third-party staffing provider will be responsible for handling tedious tasks like pay, vetting, and sourcing candidates. However, VLPs are assigned to specific law firms and attorneys. They work for the law office for the duration of the project or contract, which means that the lawyer they are assigned to has direct control over their daily work and task prioritization.

---



Law firms retain control over sensitive data and work processes. They simply relegate administrative tasks and responsibilities to the virtual staffing firm. This division of responsibilities promotes payroll cost predictability while keeping total expenses down.



## Virtual Staffing in Action

---

Numerous firms have thrived after deploying virtual talent models to address their staffing needs and promote strategic growth.

Rimon Law, a tech-centric global law firm, is a prime example. This organization has 50 offices in 11 countries and leverages a distributed management model to promote efficiency, collaboration, and scalability. The firm has always been on the cutting edge of legal industry innovation, and in 2023, it enjoyed a **16% growth** in its total attorney headcount thanks to virtual staffing and collaborative tools.

Wilson Sonsini Goodrich & Rosati is another example of a tech-forward firm that uses virtual talent to fuel its continued growth. The firm differentiates itself with **proprietary software platforms** and a diverse, hybrid workforce.

## Key Considerations for Implementing Virtual Staffing

Attorneys who are contemplating virtual staffing as the solution to their talent woes should do the following to prepare:

### Assess Your Firm's Needs

Before implementing virtual staffing, it's vital to thoroughly assess the firm's needs and objectives. What does the practice hope to accomplish by outsourcing? Which tasks and responsibilities could be effectively handled by a virtual legal professional?

It won't take long to identify plenty of roles that could be effectively handled by a VLP. A remote legal pro can handle administrative duties, document prep, client communication, and legal research tasks. Consider the frequency and volume of these tasks to determine whether a subscription-based or project-based agreement would be most beneficial.

Law firms must also evaluate the current pain points in their staffing models. Are attorneys spending too much time on non-billable work? Is the firm experiencing fluctuations in workload that make it difficult to maintain a full-time staff? Once decision-makers identify what problems they need to solve, it will be far easier to choose a solutions provider that can address the firm's key pain points.

### Choose the Right Partner

There can be a great deal of disparity in virtual staffing partners. Many firms rely on algorithms to pair law offices with candidates. While the algorithmic approach offers efficiency, it also removes the human touch from the placement process, which can lead to misalignment between the VLP and the practice.



Woven Legal uses a more hands-on approach to ensure clients are paired with professionals who mirror their values and mission. Our team considers the person’s skill level, abilities, and personality during placement.

After you’ve ensured that the staffing provider will be mindful of your firm’s needs, consider their reputation and track record. Review testimonials, case studies, and other feedback to better understand the quality of service and satisfaction levels past clients have reported.

## Prepare for a Smooth Transition

Virtual staffing requires careful planning and preparation to ensure a smooth transition. Start by setting clear expectations with your existing team and the talent provider. Define the virtual staff member’s roles and responsibilities and communicate how they will integrate into the firm’s workflow.

A smooth integration into the team will set the tone for a productive and mutually beneficial relationship. Virtual employees who are onboarded correctly will be able to step in and contribute to the firm’s success. They will be [happier and will stay on task](#).

Attorneys who plan to use virtual staffing will also need to reevaluate their preferred communication channels. They should set regular check-ins to discuss progress and address any issues that may arise. If the practice hasn’t already adopted project management tools, it’s time to upgrade the technology suite to accommodate a remote and decentralized workforce.

Law firms must be prepared to adapt their approach as needed. Virtual staffing is a dynamic process. What works well initially may not hold up over time. Review the arrangement regularly to identify areas for improvement and make any necessary changes to optimize the working relationship.

Here is where choosing the right provider becomes especially important. Woven Legal collaborates with clients before, during, and after the placement to ensure the relationship between the business and the VLP remains mutually beneficial and productive.

## Virtual Staffing Readiness Checklist

Not sure whether your firm is ready to make the move to virtual staffing? Use this checklist to assess your readiness.

### Look for These Initial Signs

- Your firm already relies on cloud-based tools and systems
- Employees have shown they can work effectively from home or remotely
- Clients are responsive and comfortable with virtual communication methods





- You have data protection measures in place
- Leadership and staff are willing to adapt to new workflows
- Your firm is navigating a sea of under-qualified applicants

### **Examine Current Work Processes**

- Identify which tasks and operations can be handled remotely
- Determine which roles require a physical presence

### **Evaluate Your Technology Infrastructure**

- Confirm that you have reliable internet and cloud-based document management systems
- Ensure that you have communication tools to collaborate with remote or off-site employees
- Employees have shown they can work effectively from home or remotely

### **Check Compliance With Legal Standards**

- Verify that remote work practices align with state and local regulations
- Ensure virtual operations comply with your firm's ethical obligations and confidentiality requirements

### **Create a Remote Work Strategy**

- Define specific roles and tasks for virtual staff
- Set up clear communication channels and collaboration protocols
- Develop policies for tracking work hours, productivity, and project deadlines

### **Prepare Your Team**

- Offer training on new technologies and best practices for remote work

- Establish clear guidelines for handling sensitive information

### **Test the Virtual Staffing Approach**

- Implement a small-scale pilot to assess the feasibility of virtual staffing
- Collect feedback from staff and clients to identify areas of improvement before a full rollout

## **Unlock the Full Potential of Your Law Firm**

Virtual staffing offers law firms a unique opportunity to optimize their workforce and get more done. Attorneys can leverage flexible, scalable staffing to deliver high-quality legal services without the constraints and financial burden of traditional hiring.

One of the key advantages of virtual staffing is access to a broader talent pool. Firms are no longer limited by geographic boundaries but can instead tap into talent on a nationwide scale.

Virtual staffing also enables firms to operate more efficiently. Lawyers can outsource administrative tasks and non-billable work to remote professionals. Attorneys can refocus on high-value activities that drive revenue and client satisfaction.

Are you ready to tap into the power of virtual staffing? Woven Legal and our team of industry experts can connect your firm with talent that propels it to the next stage of its growth journey.





# WovenLegal®

## About Woven Legal

Since 2019, Woven Legal has provided customized virtual staffing solutions for small law firms and solo attorneys. Through strategic partnerships across the United States, Woven Legal is changing the way law firms hire, providing a modern option that increases productivity and maximizes profitability.

Our purpose is simple and mission-driven: We remove the pain of hiring and show value by partnering with tenacious, forward-focused administrative legal professionals. To learn more about how Woven Legal can transform staffing from a burden into one of your greatest competitive advantages, [book a discovery call](#).