

Rocket Matter's Guide to Switching to the Cloud



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The average person uses 36 cloud-based services a day, so it's a no-brainer that many law firms are making the switch to cloud-based software providers.

However, lawyers can be hesitant to make big tech changes, and misinformation about the lack of security in cloud-based computing may put decision-makers on edge. But the reality is that the benefits of working in the cloud are significant: the combination of increased flexibility, robust collaboration, enhanced productivity, and deep security protocols give your firm a competitive advantage.

So if you're ready to migrate your data to the cloud, our comprehensive guide covers everything you need to know.



Why Switching to the Cloud is Important

As a term, “the cloud” is a little bit nebulous. (Pun only slightly intended) So let’s clear up what we’re talking about here. “Cloud-based” refers to any software that runs on the internet rather than locally hosted servers. You can access them via a web browser or mobile app.

For law firms, this can include:

- Legal practice management software
- Time and expense tracking software
- Legal client relationship management (CRM) tools
- Document storage
- Email providers
- File-sharing and e-signature tools
- Legal billing and accounting platforms
- Payment processing software

The range of cloud tools available for law firms reflects the overall shifts towards cloud platforms. According to a report published by Tigera in 2022, [75% of companies](#) have turned their focus to developing cloud-native applications. In another report by Garner, by 2025, [95% of new digital workloads](#) will take place on cloud-native platforms.



Benefits of Cloud-Based Software

The technology sea change isn't the primary reason for law firms to consider switching to the cloud. To justify change, there needs to be tangible, concrete benefits that impact not just attorneys and bottom lines, but the quality of service legal practices can deliver.

FLEXIBILITY FOR REMOTE AND HYBRID EMPLOYEES

After the COVID-19 pandemic, 92% of people expect to continue remote working at least one day a week. That includes legal professionals—only 12% of respondents in a Bloomberg survey reported needing to be in the office full-time.

This highlights the need for software that can work for attorneys wherever they are. Thanks to cloud-based legal software with mobile apps, your employees can utilize time and billing tools wherever they happen to be working, so they never miss clocking in a minute. They can securely send and request files from clients or update client matters without worrying about duplicate information, losing work, or any other traditional remote work snafus.

That's because cloud-based tools continuously update, which means remote and on-premise employees work with the most recent information. This lets people check-in on upcoming calendar events, tasks to do, and even edit important legal documents. With the cloud, any changes remote workers make are synced up in real-time, so everyone in the office can see the current status.



Rocket Matter's iPhone and Android-compatible legal software secures remote access to robust tools that boost productivity.



BETTER COLLABORATION

Law firms require an ongoing exchange of information to move matters forward, between clients and attorneys, workers, opposing counsel, and the legal system. Making sure that information exchanges hands hasn't always been easy, but with cloud-based tools, it's increasingly straightforward.

Consider file-sharing. Clients need extensive printing, duplicating copies, and more. Now secure file-sharing allows you to send or request client documents with one click. Any items received can be uploaded directly to client matters in your legal practice management system.

This result isn't just a better coordinated legal practice but increased client convenience. Life—and legal matters—is stressful enough for your clients, so when you take extra work off their shoulders, it creates a better client experience.



INCREASED PRODUCTIVITY

Cloud-based practice management software offers a wide range of time-saving tools to create efficient workflows and help employees get the most out of their work day. Tools like [document automation](#) help your team create legal documents in seconds. They can merge legal templates and create custom fields with the client matter and data stored in the cloud.

Cloud-based software is just as robust as on-premise options. For example, with document creation tools, the software will notify you of any errors or missing information, so your employees will never have to send out a corrected document again.

Cloud-based tools also increase productivity because they provide a [diverse portfolio of third-party integrations](#). You don't have to worry about losing any information when switching between two different types of software because all of your crucial data is stored on a single platform.



ENHANCED SECURITY

It may seem like on-premises software would be safer because the data is stored on your computer, but this makes you more susceptible to cybercrime. Hackers target law firms because they are full of sensitive information that clients don't want to be publicized. Then they'll use ransomware to hold your files hostage until you pay them a fee to release them.

This is even worse if you just have documents saved as Excel files or .docx. Once a hacker accesses your computer, there are few barriers between them and all of your clients' data.

These issues are resolved when you switch to cloud-based software. Cloud servers offer encrypted data to ensure that only approved team members can open and read sensitive documents.

Plus, secure cloud-based storage can save your firm if your area suffers a natural disaster. About 94% of companies that experience a catastrophic data loss ultimately close shop, with 43% never reopening and 51% shutting their doors within two years. Protect your employee's livelihoods by switching to cloud-based legal software with unlimited data storage, so you never worry about a document not syncing to the cloud. Your documents will be protected by professional-grade servers off-premises, so you won't lose any even if your hardware is destroyed.



What You Need to Know Before Making the Switch

Moving your law firm to cloud-based tools can be challenging, so you must ensure everyone is prepared. The most important thing to do is to check that the IT department can handle cloud computing. Look at your team's current capabilities and go over what they need before you jump to a cloud-based solution.



Remove some of the pressure from your IT team and choose legal practice management software that offers robust customer service support and free training to ensure the cloud transition goes smoothly.

It's also important to remember that it's normal for team members, from managing attorneys to paralegals, to have questions and concerns about the process. You need to make sure your employees feel comfortable switching to the cloud.

Spend a day or two on staff training to ensure everyone knows how to use the software. This can help your law firm see how the cloud software will make their work day easier, and they'll be happier to make the change.



Rocket Matter offers both on-demand and scheduled training sessions to help your team unleash the power of our software.

Tips for Making the Switch Easy for Everyone

Any time there's a big change in your law office, there will be a few bumps in the road. However, follow these tips to ensure the switch to cloud-based software is as smooth as possible.

1. CREATE A PLAN FOR YOUR DATA MIGRATION

Don't just decide one day to make the switch to cloud-based software. To successfully migrate to cloud-based software, you need to make a plan—but in particular, you need a plan for your data migration.

Figure out what data is moving, where you are going to put it, and how you are going to label it.

This is also an excellent opportunity to pinpoint the areas in your law practice that could be streamlined. Once you have these things mapped out, you can start the transition.

2. BE UP-TO-DATE ON THE MOST RECENT CLOUD ETHICS

Before you switch to any cloud-based software, you need to be familiar with the [rules regarding cloud ethics](#) from the American Bar Association and any other legal ruling party. Make sure that the software you're implementing follows the required security measures and identify where the server is located.

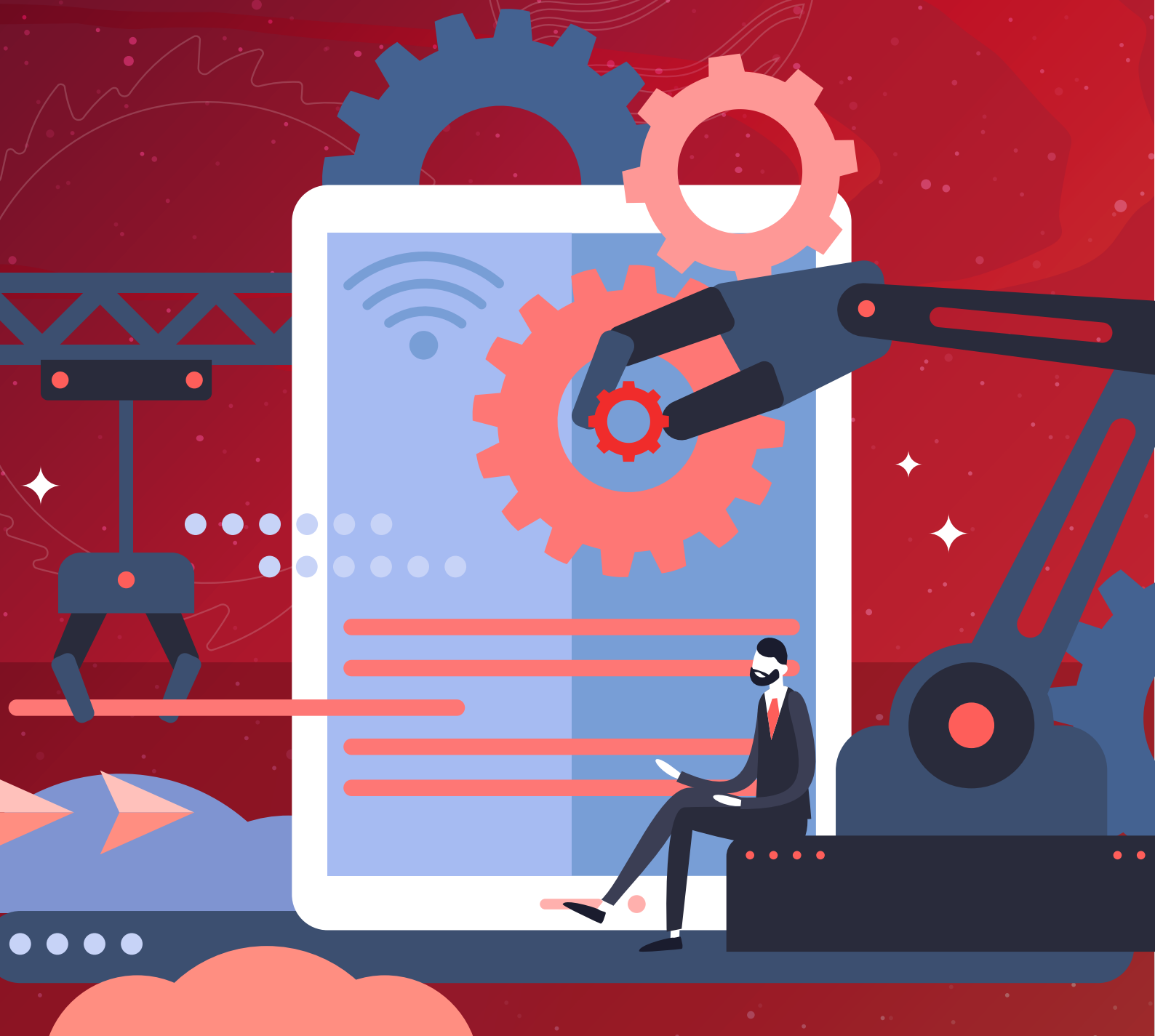


3. DIGITIZE ANY REMAINING PAPER DATA

If you have any filing cabinets left around, it is time to digitize any remaining paper data. This way, all of your relevant information for a client is accessible within your system, and no important files will be lost. It's crucial to set up a transparent naming system so all these once paper files are now easy to find in your cloud.

4. CROSS-CHECK YOUR DATA IN THE NEW SYSTEM TO ENSURE EVERYTHING TRANSFERRED

When switching to the cloud, you must ensure that no files are left behind or duplicated during data migration. Cross-check information in the new system to ensure all the files are carried over. Don't finalize your switch to the new cloud system until you're confident that every piece of information, file, or legal document is where it should be.



Make the Switch to the Cloud with Rocket Matter

When switching to the cloud, you want legal practice management software that can grow with your firm. That's why Rocket Matter offers scalable software with tiered pricing based on the number of features your team needs.

Even our most basic level offers robust features that create efficient workflows and simplify your teams work day, including:

- Matter management
- Time and billing
- Online payments
- Trust accounting
- Conflict checks
- Document storage
- Contacts and calendaring

Our robust customer service is all US-based, so you can chat with anyone via messenger, phone, or email to resolve your tickets in hours instead of days.

The Future of Cloud-Based Legal Practice Management is Here

See how switching to the cloud can maximize your firm's productivity by [scheduling a demo with Rocket Matter](#) today.



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