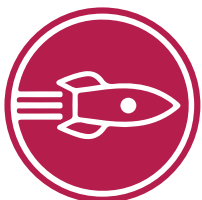


How to Simplify Your Non-Profit **Legal Practice**



rocket matter®

Times are tough for non-profit legal firms. To care for your clients and keep your legal office running, you have to keep operating costs low. But with [the inflation rate accelerating in the U.S.](#), keeping your non-profit legal firm viable may well be a source of stress.

The exciting news is that legal practice management software can help ease the burden of running non-profit law firms. In this article, we discuss how to simplify running your non-profit legal practice so you can serve the people who need your services for decades to come.



Use business intelligence tools to automate reports

Non-profit legal practices often rely on grants to provide service for the clients that need it. But to secure those grants, you have to spend hours pouring over reports to prove your non-profit status.

“Whatever information you need to provide to maintain grant funding, legal practice management software can save you hours and hours by creating reports on your behalf.”

With the help of the right [legal practice management software](#), you can take the information that you store and use it to create reports with the click of a button. The business intelligence tools included in a software like Rocket Matter allow you to customize these reports as much as you like. Queries across matters, activities, contacts, and billable information can all be changed with an easy drag-and-drop interface.



Charge by sliding scale

While it's common to charge billing by matter or hourly, when you work with people who may not have wiggle room in their budgets, consider implementing a sliding scale. Talk with your clients in advance to discuss their budget options based on their monthly income.

To figure out the right amount to charge them, you can use the [time tracking features](#) included in your legal practice management software. Since you can track time between matters, you can generate reports on how long different matters take to complete. You can use this to create the right amount to charge based on how much they're making. Add in the money you can give yourself from your grants and other sources of income to ensure that your firm will be able to pay all its employees even if you're technically operating at a deficit.

Offer online payments and payment plans

As a non-profit law firm, you may offer services to clients who may have trouble paying fees in full. For these clients, automated recurring payment plans can be a game-changer. With the help of the right legal billing software, you can establish payment plans at the beginning of your relationship with a client, then set up a schedule to pay off their balance in regular increments.

Once the plan is in place, it's out of sight and out of mind for you—invoices will be generated and sent to the client automatically.

Another great way to simplify your billing process is to implement [online payments](#). Online payments can streamline your cash flows by making it quicker to send invoices and receive payments, and will also make paying invoices more convenient for your clients. Since paying online with a card is easier for many clients, they'll be more likely to submit their payments promptly.

Online payment processing also makes it easier to implement payment plans, since you can store a client's credit card information and automatically charge them the agreed-upon amount each month.



Implement law firm automation to keep costs low

When you operate a non-profit legal practice, you want to be able to work as efficiently as possible. If your law firm is looking to streamline operations and keep operating costs low, [implement law firm automation tools](#).

Law firm practice management software and other software integrations offer ways to automate and simplify legal workflows, so you can spend less time on admin work and more time on taking care of your clients.

“Rocket Matter’s law firm automation tools simplify your legal workflows so you can spend your time on what matters most: attending to your clients.”



Document generation

One of the biggest time wasters in legal work is document generation. There are endless documents associated with different matters and cases, but when you automate the process of generating routine documents, you save time and eliminate human error.

A legal practice management software can allow you to generate legal documents from customizable templates. Once the necessary information has been stored in your practice management system, you can merge legal templates and custom fields with client and matter data stored in the software. That means it takes you seconds to create a legal document instead of hours. Plus, the software can notify you instantly of any errors, so you don’t need to have glazed-over eyes from proofreading documents until midnight.

Checklists, workflow, and calendar

If your team loves checklists to keep everyone organized, then you can use legal practice management software to automate tasks. You can assign due dates based on client priority and then the software can automatically place the most important ones at the top of the list. This simplifies your matter management and helps you see the big picture of the day.

“Rocket Matter integrates with LawFirmToolBox, so you can use their powerful court rules calendaring to avoid missed deadlines and potential malpractice claims.”

You can also automate elements on your calendar. If you find yourself or your team creating the same calendar events over and over, you can save default calendar configurations so you can create the events you need in one click.

Legal billing

If you find yourself losing valuable time at your non-profit law firm by drafting bills, consider automating your legal billing. Legal practice management software can help automate your billing because it allows you to:

- Implement batch billing
- Send out all your invoices at once
- Bill as you work on different documents
- Prepare automated recurring bills
- Implement online email invoice sharing and payment processing

All these items can be done with just a few clicks on your keyboard so you don't have to waste time mailing out invoices or addressing envelopes.



Simplify your non-profit legal practice with Rocket Matter

Rocket Matter's robust legal practice management system simplifies your non-profit firm. Our law firm reporting tools make it easy for you to export necessary data to send to your grant boards for more funding. You'll also save time on document preparation, billing, time tracking, matter management, and more.

When you work in a non-profit legal firm, every second saved is time you can spend providing for the needs of those who need your services.

Schedule a demo with Rocket Matter to see how much time we can free up in your work day.

