

LexShare + PracticeMaster



From submitting case documents electronically to collecting payments, more legal work is being done online than ever before. But the transition isn't without its issues for attorneys.

While moving legal services online can improve firm efficiency, cut down on administrative costs, and boost revenue, firms may be hesitant to integrate new technology into their daily business. Attorneys may find online tools are too confusing for clients, or they may have concerns about data security and compliance issues.

Fortunately, legal-specific software like PracticeMaster is designed to improve the operations of law firms both large and small without compromising security, legal compliance, or the attorney/client relationship. With the LexShare integration, PracticeMaster is making it even easier to take your firm's business into the digital age.

What is LexShare?

LexShare is a secure file-sharing and eSignature tool that can integrate securely with your law firm's practice management software.

Using LexShare's intuitive platform, law firms can exchange, store, and manage case-related documents. Because LexShare uses encryption technology, you can ensure client confidentiality and keep your legal practice in compliance.

But LexShare goes beyond security and compliance. It streamlines workflows, allowing attorneys to send and receive document and signature requests with just a few clicks.

LexShare Enhances Document Security

Compliance should be central to any decision regarding how a law firm sets up workflows. Attorneys have a legal obligation to protect privileged client information to the best of their ability.

When it comes to sharing and storing files, most firms use these methods:

- Printing and delivering paper documents
- Sending documents as email attachments
- Uploading documents to client portals

While each one has its advantages, they also have inherent risks and challenges.

Paper documents

With paper files, law firms may not have to worry about cyber security and hackers, but that doesn't mean the files are secure.

Storing and sending paper documents leaves sensitive information vulnerable to theft or damage. An unexpected weather event could damage client files in your office beyond repair. A misprinted address label could easily mean that your client's information falls into the wrong hands. While paper documents may feel less risky, using them as a part of your daily business is an outdated and expensive practice, particularly when you consider the administrative costs of printing, mailing, and storage.

Emails

Because of the loss potential associated with paper files, some attorneys choose to send documents to clients via email. Even though many firms take email security precautions, like encrypting email attachments sent to clients, this method still leaves client information vulnerable.

That's because ensuring that an encrypted email stays secure requires that both senders and receivers have high security standards. Most clients

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don't have access to the same security measures professionals use to ensure that their devices aren't infected with malware or viruses. What's more, once a client opens an encrypted email, attorneys no longer have any control over what happens to the privileged information inside.

Client portals

A secure client portal is a great way to send and receive sensitive documents safely. This allows attorneys to upload documents to the portal for clients to view. Clients then log into the portal to access, sign, and upload documents.

But even though this method is significantly more secure for sharing confidential client information, it's not a one-size-fits-all solution. Depending on the size of your law firm and your client base, client portals may require more effort to use than a matter or workflow requires.

LexShare Streamlines Your Firm's Practice Management

LexShare doesn't just make doing legal business safer. It makes it simpler, too.



Send and receive with ease

To start, LexShare backs up all files sent and received on its platform on its own secure system.

This means you never have to worry about losing files or staying organized. When paired with PracticeMaster's functionality, LexShare allows you to send clients links to secure documents and once signed, save them to the appropriate matter with a few clicks.

After verification, all documents are housed in the appropriate case file with a customized and automated naming convention, so you will never have to spend hours flipping through paper files or sorting through old emails again.



Simple signature requests

LexShare also enables your firm to request and receive electronic signatures from clients. eSignatures are a fast, legally compliant way to obtain your clients' signatures, which will keep your cases moving forward. Signature requests can be quickly emailed to clients, signed in a few clicks, and returned within moments with no fields missing. Traditional methods of obtaining signatures by printing large documents, mailing them out or arranging for a meeting, and waiting for the signed documents to be returned

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and scanned, could often take weeks. If a signature was missed or an error made, the process would take even longer.

eSignatures speed up the signing process significantly, improving your firm's efficiency.



Increase efficiency daily

By integrating LexShare with PracticeMaster, you streamline your daily tasks, freeing up more time for billable work.

Consider this example workflow:

- PracticeMaster auto-populates a document based on information stored in the matter file
- Using LexShare, you securely send the document to be signed by a client
- Your client signs and returns the document in minutes
- You save the signed document back into the matter file automatically with a click

Instead of a costly, time-consuming process that took up hours of your workday, this process only takes a few minutes. LexShare + PracticeMaster improves your efficiency and increases your capacity for billable work.

LexShare Improves the Attorney-Client Relationship

For many people, working with a law firm can seem like an intimidating process. Law firms that focus on improving the client experience with accessible, easy-to-use tools and features will help clients feel more comfortable and boost client retention rates. Since retention rates directly translate to profits, firms benefit from inclusive digital tools that support a communicative, thoughtful attorney-client relationship.

LexShare saves clients time and effort. By allowing firms to request and receive eSignatures, LexShare prevents clients from having to drive to their firm's office to sign documents or pay for postage to mail back lengthy documents. It also reduces case delays due to signing errors, since documents requiring eSignatures can't be returned until they're complete. Sharing large documents with clients has traditionally been a hassle since large documents can't easily be shared by email. LexShare doesn't have file size limits, so even large files like video depositions, photos, or scans can be shared easily and securely between parties.

LexShare makes partnering with your firm easier than ever, which is good for your clients and your bottom line.

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LexShare + PracticeMaster Makes Doing Business Simple, Quick, and Cost Effective

PracticeMaster already has unparalleled functionality, allowing firms to organize, schedule appointments, enter time, and manage documents from one secure platform. By pairing with LexShare, PracticeMaster does even more to support your firm and improve your daily operations.



Summary

To see for yourself how LexShare + PracticeMaster can improve your law firm's workflow, schedule a [walkthrough demo](#) or [sign up for a free trial](#).

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