

4 Efficiency Tips for General Litigation Law Firms



general-litigation-law-firm

You're a specialist for your general litigation law firm.

A highly trained general litigator who's focused on one simple detail for each of your clients.

Resolution.

Here's the issue. If your clients are defendants they don't want to spend any money whatsoever. However, as plaintiffs, they want as much money/benefits as they're able to get for their grievance.

Why does that matter?

Because litigation is difficult and expensive. When litigation relies on a process, things perform smoothly. When it doesn't...

Litigation becomes a source of *intractable* conflict

The expensive kind of conflict that drags on.

The kind of conflict clients are typically prepared to spend (waste) a significant amount of money on litigation simply to “*prove a point*” to their opponents. Of course, you know the truth about this situation.

You’ll need to talk your clients *out of it*.

Sure clients say they want to press the issue, but most of the time this isn’t absolutely the case. Litigation is typically about money, principle or precedent.

Which is why efficiency is so important.

Litigation efficiency depends entirely on the systems, structures and procedures surrounding your firm. The more efficient your firm, the better you are at litigating your cases.

Here are four tips you can use to boost your firm’s efficiency.

Efficiency tip #1: Assemble your team of litigators.

You’ll need to assemble a team.

Litigation, as you already know, is a specialized skill. Work to identify the employees on your team who are capable of handling specific strategies and tactics.

Sit down with your clients.

Map out a plan that outlines important details you’ll need to cover ahead of time. How many attorneys are needed to handle your client’s matter? What’s the level of expertise required for each attorney (and the fee/rate for each)?

What are the roles and responsibilities of each person on your team?

Efficiency tip #2: Pre-manage your projects/matters

What needs to be done?

Which attorneys, paralegals and support teams will be assigned with what tasks? You'll want to make sure that you outline your project management details ahead of time.

Segment your team accordingly.

Will you be using in-house associates for the bulk of the work? Or will you need to rely on freelance talent to support your team? Assigned tasks based on your team's abilities, education and skill set. Outline the tasks that will require junior and senior associates.

Divvy up tasks accordingly.

Efficiency tip #3: Set communication procedures

You want to set communication details and procedures ahead of time. Discuss the appropriate communication channels, frequency and format.

How you communicate with each of your clients?

Outline how you monitor the comings and goings of each case. Request/provide open communication with each of your clients. Ratify any important communication details including transparency, channels, timing and goals and objectives.

Efficiency tip #4: Outline billing and budgetary guidelines

What your client's billing guidelines?

What specifically are your billing requirements and guidelines? Do you need time to negotiate favorable billing terms with each of your clients?

When it comes to billing you want to identify:

- Attorney rates and fee arrangements
- Work that's required/permissible
- Tasks and to-dos that require approval from your client
- Forbidden/unacceptable projects, tasks and to-do's
- Stop words and hidden rules that clients expect you to follow

This *maximizes* billing efficiency.

Once litigation begins, it's a good idea to review invoices against the budget with your clients. Verify that task allocation, fee arrangements and billing methods are in line with client expectations. You'll be able to give your client's matter the attention it needs, instead of wondering whether you'll be paid for your hard work.

Your general litigation law firm is invaluable to your clients

But litigation is often a source of intractable conflict.

You're a specialist. A highly trained general litigator who's focused on one simple detail for each of your clients.

Resolution.

Your clients expect you to defend and dissuade, to protect their interests. They're often prepared to spend (waste) a significant amount of money on litigation simply to "*prove a point*" to their opponents. The expensive kind of conflict that drags on.

This is why efficiency matters.

Litigation efficiency depends entirely on the systems, structures and procedures surrounding your firm. The more efficient your firm, the better you are at litigating your cases. Follow these tips ahead of time and you'll find you're consistently able to generate the results your clients want and need.

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