

Identify Your Firm's Core Needs

High-Volume Document Review

Discovery, deposition summaries, contracts?



Client Communication & Intake

Need help managing calls, emails, or onboarding?





Administrative Overload Do lawyers spend >20% of their time on non-billable tasks?

Legal Research

Regular, detailed case law or statutory research?





Billing & Time Tracking

Need help maintaining accurate billing hours or invoices?



Calendar & Deadline

Management



Compliance & Regulatory Support

Need help with multi-jurisdiction or specialized filings?



Compare Fit - LPO vs Virtual Legal Assistant

You deal with large batches of repetitive legal tasks

You need help with daily, scattered admin tasks





You need domain-specific legal knowledge

You need general legal support and admin help

You want to ramp up/down support per project

You need consistent support with a personal touch





Workflow Integration You prefer handing off full projects to external teams

You want a real-time assistant embedded in your workflow

You have project-based billing or can forecast cost

You need hourly flexibility and low overhead





You can wait for scheduled delivery

You need quick response and sameday tasks



Budget & ROI Consideration

01

What is your average hourly billing rate?

Answer

5

02

How many hours per week are spend on admin/non billable tasks?

Answer

hrs

03

Estimated lost revenue per month?

Answer

\$____=
Rate x Non-billable Hours

 ΩA

Cost of hiring a full-time Irgal assistant (including benefits)?

Answer

\$____per month

05

Cost of VLA or LPO per month?

Answer

VLA: \$_____

0

ROI from outsourcing?

Answer

[Lost Revenue]-[Outsourcing] = \$



Security & Compliance Checklist

Are your outsourced partners under NDA?

Do they use secure file-sharing tools (e.g., encrypted cloud, 2FA)?

Do they work within your practice management tools securely (Clio, MyCase, etc.)?

Do they follow ABA/State
Bar guidelines on confidentiality
and UPL?

Is your client data stored in compliance with US regulations (HIPAA, SOC 2, etc.)?



Decision Summary



If 4 or more tasks fall under LPO-type work, consider starting with a pilot LPO project.



If daily admin tasks are your bottleneck, start with a Virtual Legal Assistant on a part-time basis.



If both areas are affecting efficiency, adopt a hybrid model and assign one person/team to coordinate between the two.



Contact Us

Whether you're curious about our paralegal services, free pilot project, or cost — we're ready to answer any and all questions.

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