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and Test Driving



How to select a Legal Billing and Time Tracking Software

If you are still using paper notes, Excelsheets or your memory for tracking billable hours, you may be losing money and spending way too much time on your client billing

A software to help you manage
your practice might make you
more efficient and profitable

If you are a solo attorney (or CPA) or small firm you may not have an IT person to manage your servers. Selecting a Web-based system may free you up from managing, maintaining and upgrading desktop billing software

There are many choices in the market these days. Web-based legal billing systems do not require anything to be installed in-house.

Web-based legal invoicing systems are generally subscription based.

Subscription fees is generally based on number of users, number of clients, etc. A few (such as CaseFox.com) do not charge additional fees based on the number of users.

Select a system that offers:

Time Tracking

Expense Tracking

Case Notes

Generation of Invoices Based on
Time Tracking data (without a need
for re-entering any data)

Trust Accounting

Select a system that offers:

Select a system that offers role based user management so that you can control your staffs'/contract attorneys'/independent contractors' access to data

Check if the selected system can generate PDF and LEDES invoices and automatically email them to clients

Some Web-based systems provide many bells and whistles that you may never use. Go with a easy to use system with a cheaper subscription plan.

Remember, not all legal billing software include time tracking features. If it is a pure invoicing software, you will need to enter invoice line items manually for each invoice.

If you use contract attorneys, select a system that provides setting user permissions because you may not want contract attorneys to see your billing data and at the same time, you don't want to spend your own time entering time tracking data for your contract attorneys.

Also check if the selected system can export client, case and time tracking data to Excel format.

Most vendors provide a trial subscription. Try it before you commit. The most popular ones might not be fit for your specific needs or may not be easy to use.

Also, why would you pay \$30-50/month when you can get same features for \$10/month.

Right Legal Billing and Time Tracking
Software can make your practice
more efficient.

Please consider CaseFox.com
Free full featured basic account



CaseFox

CaseFox is a cloud based easy to use software that is designed to help attorneys, CPAs and other professionals with their practice management, billing, invoicing, trust fund management, client management, tracking billable time, expenses, payments, etc. CaseFox is specifically designed for solos and small firms. CaseFox works on PC, MAC and tablets.

CaseFox Key Features

- Time/Billable/Non-billable Hours Tracking
- No software to install, simply use your Internet browser.
 - Works with all standard web browsers
- Case Notes
 - Public notes becomes line items in invoices, private notes for your eyes only, to case management purposes
- Trust Fund Account Management
- Expense Tracking
- Billing/Invoicing
- Payments
- Case Document Management
- Client Management

CaseFox Key Features

- Single Sign-on with Google credentials
- Multi-user
 - Admin user can add/disable users
 - Contract attorney access control
 - Configure different hourly rates for different cases
- No additional charges based on the number of users (applicable to paid accounts).
- Track billable and non-billable hours.
- Export your data at anytime. Entered notes, time tracking data, invoices, client list, case list can be exported. CaseFox supports MS Excel and PDF exports.
- Major international currencies are supported.

CaseFox Key Features

- Intuitive user interface. Easy to use navigation.
- Easy invoice creation based on the already entered time/expense tracking data. All time tracking items marked as “billable” are automatically presented to be included in an invoice.
- Easy emailing invoices to clients with a single click. Customizable email text.
- Easy tracking of payments.
- And more...

Subscription Plans

- Basic account is free
- Paid plans starting at \$10/month
- For paid plans, no additional charges based on the number of users
- No long term contract, No hidden charges, Cancel anytime, Export your data

More Information

- Please visit www.casefox.info for FAQ.
- Please visit www.casefox.com for signing up for free. No credit card needed. Basic account is free.

Thank You

