



Risk Checklist:

Is Your Law Firm's Billing System Holding You Back?

Outdated billing systems create silent drag on law firm performance, from revenue leakage to client dissatisfaction and operational inefficiency. Use this checklist to assess your exposure.

▼ Revenue & Profitability Risks

- ☐ Missed time entries or manual entry errors reduce billable hours
- ☐ Underbilling from rigid rates or missing fee terms
- ☐ Write-offs due to rejections, errors, or delays in billing

🕒 Cash Flow Disruption

- ☐ Delayed invoice cycles from manual review and approval
- ☐ eBilling issues cause rejection or late payment
- ☐ No visibility into WIP, collections, or billing bottlenecks

⚠️ Compliance & Audit Gaps

- ☐ Lack of audit trail for billing approvals and edits
- ☐ Incompatibility with LEDES, UTBMS, or client-specific billing formats
- ☐ Weak documentation or retention of billing records

⚙️ Operational Inefficiency

- ☐ Attorneys and staff waste time on redundant manual tasks
- ☐ No real-time reporting or billing dashboards
- ☐ Disconnected systems (time, billing, matter, accounting)
- ☐ Lack of automation of key processes and approvals

👤 Client Relationship Risk

- ☐ Frequent invoice disputes or errors
- ☐ No transparency or forecasting for billing
- ☐ Inability to support AFAs or advanced client reporting

🔒 Security Vulnerabilities

- ☐ Weak access controls, no role-based permissions
- ☐ Lack of audit logs on billing actions
- ☐ Legacy software increases breach risk

If you checked more than one box, it's time to modernize.

A modern billing platform can help recover revenue, reduce write-offs, and rebuild client confidence.

Federate Legal Inc.

We make it affordable and manageable for law firms to migrate off outdated systems.

🔗 federatelegal.com | ✉️ sierra@federatelegal.com