

**EVERSTAFF**  
LEGAL SOLUTIONS

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## When, Why, and How to Outsource

Leveraging your time and resources to increase billable hours and improve work/life balance



What is your tipping point?



## Balancing Act

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- Can not have staff without clients.
- Can not service clients without staff or outside resources.

## When to hire or outsource?

- Current staff is nearing capacity
- Onboarding of new clients
- Short term projects
- One offs



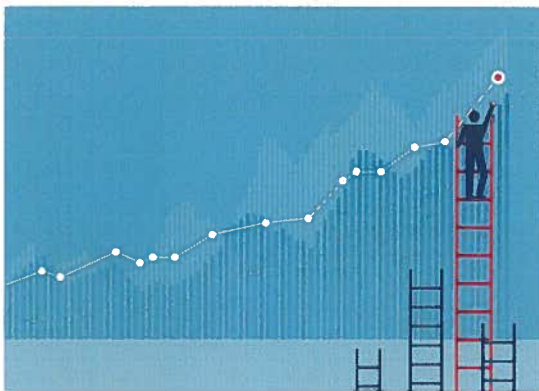
## Why: Reasons to Outsource

- Converting fixed costs to variable costs
- Optimize partner profitability with fewer resources
- Increase service quality



## Top Outsourcing Trends


- Law firms of all sizes include changing delivery service models to deal with reduced budgets while maintaining service quality, staying abreast of innovative technology and finding experienced outsourcing partners
- Word processing, legal assistants, records management, litigation support services, and managed document handling are all new areas worthy of consideration for greater predictability in terms of cost cutting and increased resource utilization.





**OUTSIDE RESOURCES**

- Specialized Staffing Firms
- Virtual Paralegal Services
- Payroll and Billing services
- Virtual Assistant Firms
- Specialized IT & Accounting firms



**Outside Resources vs. Outsourcing**

## Outsource Hiring



DIRECT  
HIRE

CONTRACT  
TO HIRE  
STAFFING

CONTRACT  
STAFFING

PAYROLL  
SERVICE

VENDOR  
MANAGEMENT

RPO  
SERVICES

## How to work with Outside Resources

