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 internally installed 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

Check if the selected system can generate PDF 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 waste 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.

Visit
http://en.wikipedia.org/wiki/Comparison_of_time_tracking_software
for a list of leading legal invoicing and time tracking software vendors

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