

What It Takes to Go Virtual

June 5, 2017



The 21st-century law firm isn't just a brick and mortar shop lined up along other offices in a business district. For many, the modern-day law firm is also virtual.

Nakia Gray is an expert at running a virtual law firm, having successfully helmed her own, Nakia Gray Legal PC. At the D.C. Bar's third **Practice 360°: A Day for Lawyers and Law Firms** on May 19, Gray provided attendees with insight into what a virtual law firm looks like, how to incorporate virtual practice into a traditional one, and what software and equipment a lawyer must have to successfully run a law practice from home or abroad.

A virtual firm does not simply mean being untied to a fixed address, said Gray. To run her practice, she focuses on using "software as a service." Gray recommended the following software for various aspects of operating a virtual law firm:

- Dropbox and Google Drive - Managing cases, document storage, and document sharing to clients
- Trello and Basecamp - Team management
- Clio - Case and practice management

For hardware, Gray recommended a good laptop, smartphone, and a wireless hotspot to work on the go, as well as a quality camera and microphone for video chats.

A notable tip? Even though being virtual will allow you to connect with clients everywhere, don't forget about the scores of potential clients in your backyard. Gray practices in Maryland, and her virtual firm has allowed her to connect with people from across the state. She also highlighted the benefits of Upwork (upwork.com), which allows her to outsource work and find temporary and longer-term coworkers for her firm.