

The background of the slide features a faded, high-angle photograph of a woman with dark hair, wearing a white lab coat, smiling warmly. She is positioned on the right side of the frame. The overall background is a light, neutral color.

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How to structure your Litigation/Practice Support Department

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How is your department structured?

- Ready-made
- Started from scratch
- Started by accident
- Need major revamping?



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How has it changed over the years?

- Different roles
- Different Skills sets
- Change in the Org chart



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What do you need for a successful department?

- Placement on the Org chart
- Expectations
- Identify services
- Best Practices
- Consistency in service
- Communication
- Getting the bills paid (getting on the bills!)
- Tracking/Work Flow/PM
- Sponsorship

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Questions?