



Virtual Firm
Enjoys Tangible
Benefits Thanks
to LexisNexis
Firm Manager

Client Snapshot

ZUBAC LEGAL, PLC
Location: Lansing, Michigan

OVERVIEW: Zubac Legal is a two-person law firm that specializes in Family Law and Estate Planning. After working from her Lansing, Michigan home as a solo practitioner for five years, attorney Larissa Zubac teamed with paralegal, Tanna Meyers, in early 2015 to create a virtual law office.

CUSTOMER PROFILE: Zubac Legal leases shared office space for client meetings, but otherwise, operates as a totally virtual law office. Attorney Zubac and paralegal Meyers stay connected with one another and the practice's documents and billing information via a cloud-

based practice management application they access via their desktops, laptops and mobile devices.

BUSINESS SITUATION: As mothers of young children, attorney Larissa Zubac and paralegal Tanna Meyers appreciate the flexibility that serving clients from a virtual office affords.

SOLUTION: Meyers chose LexisNexis Firm Manager®

BENEFITS:

- Ability to service clients from a virtual office
- Greater efficiency
- Security and confidentiality of records

PRODUCT SUMMARY: A cloud-based software solution developed specifically for attorneys, LexisNexis Firm Manager helps solo practitioners and small firms organize information, minimize staffing needs and save time to focus on client needs. Attorneys can access documents, To Dos, calendars and more from a smartphone, laptop or PC.

After graduating from Western Michigan University Cooley Law School in 2005, and being admitted to the State Bar of Michigan in 2006, newly minted lawyer, Larissa Zubac, hung her shingle as a solo attorney in Lansing, Michigan. Her practice focused on representing clients in criminal matters before District and Circuit Courts, drafting business plans, motions, objections, orders, and estate plans, and conducting collection work on behalf of small businesses.

Gaining Corporate Experience

With two years experience as a solo law practitioner under her belt, Zubac spent the next three and a half-years as the student services compliance director for Lansing-based Douglas J. Aveda Institutes. Her duties in that role included administering accreditation, licensure and regulatory compliance at all Institutes at state and federal levels and advising consultants on policy issues regarding Title IV funding.

The Entrepreneurial Itch Returns

Zubac's desire to run her own law office resurfaced in 2010, so she launched Zubac Legal, PLC. Zubac Legal specializes in family law, real estate law, estate planning and mediation. After five years in operation as a one-person law office, Zubac Legal's workload had grown to the point that it was ready for a doubling of the firm's staff. That's when Larissa Zubac extended an offer to Tanna Meyers, a paralegal and long-time acquaintance with whom she had worked on cases previously.

"And we just brainstormed and said, 'Okay, let's figure this out,'" Meyers explains. "Because we're both moms and we both want to do this and we still want to do the job, but we don't want to have to sit at a desk nine to five, five days a week. We knew we wanted to do something virtual and we needed to figure out how to create that. And so we started with Google and with word of mouth, asking other attorneys what they were using."

Breaking New Ground

Learning about web-enabled solutions for law firm practice management from peers didn't prove to be a viable path, however, as Meyers explains, "The thing is, at least in our area, there are not a lot of attorneys doing a virtual thing. Maybe they're doing a little bit of work at home, but not with any kind of a cloud system. So we didn't have a lot to go on."

Fortunately, Meyers' online research eventually led her to a series of YouTube user reviews and videos explaining the features, benefits and functionality of various practice management solutions, including LexisNexis Firm Manager®. "Larissa basically told me to pick what I wanted, since I'd be the one using it the most. Firm Manager just felt like the right choice," Meyers says.

Living Up to It's Promise

Based on the firm's subsequent experience with Firm Manager, Meyers' initial instincts have proven to have been dead-on. Explaining that setting up Firm Manager was easy and that it is very user friendly, Meyers notes that Firm Manager's workflow aligns very well with the firm's processes, and, in fact, actually helped to improve them. "At first we kind of just threw everything into documents and it was hard to sort through. With Firm Manager I can scan and save a document and label it with a date. That way I can look at, 'Okay, we've got seven

"It's a huge time saver in the sense that we don't have to go to a traditional office to do almost anything work-related"

— Tanna Meyers, Paralegal | Zubac Legal, PLC

“We run into a lot of people when we’re working a case who have a hard time visualizing how we can make it work, not sitting in a four-walls office... We say, ‘Oh, we use Firm Manager,’...and explain all the ways it helps us manage the practice.”

– Tanna Meyers, Paralegal | Zubac Legal, PLC

letters from Attorney So and So in here. This is the one I want.’”

Meyers continues, “I create folders like you would in a file cabinet with a manila file folder. I have sub-folders with each client name. So you know, Jane Doe, John Doe or whatever. Then I can click there and then I see all the documents that are specific to that client only. It’s a lot easier to find specific documents now.”

User-Friendly Features

Other features that the two particularly value is the way the Firm Manager calendar syncs automatically with the pair’s Google calendars, the tasks list, which helps Meyers keep her boss apprised of key to-dos on a timely basis without inundating her with a flood of separate emails (“It’s like putting a virtual sticky note on her virtual desk,” Meyers says), and the dashboard feature that shows un-invoiced amounts by matters. “I like that if I click over there while I’m talking to a client, I can say ‘Oh, you know, you might want to get another payment in soon because it looks like there’s going to be some new billings coming.’”

Making the Virtual Workspace a Reality

More than anything, though, the biggest benefit Zubac and Meyers enjoy as a result of using Firm Manager is the freedom to manage the responsibilities of their professional lives and their personal lives concurrently – from a remote location. “It’s a huge time saver in the sense that we don’t have to go to a traditional office to do almost anything work-related,” Meyers says. “And if something comes up when I’m on vacation with my kids, I can access anything that I need from my laptop.”

Firm Manager Believers

Meyers and Zubac are more than satisfied users of Firm Manager. They are also enthusiastic product advocates. As Meyers elaborates, “We run into a lot of people when we’re working a case who have a hard time visualizing how we can make it work, not sitting in a four-walls office, not sitting at a desk with a file cabinet next to us. When they ask how we do it, we say, “Oh, we use Firm Manager, and then we go on to explain all the ways it helps us manage the practice.”

About LexisNexis

LexisNexis® (www.lexisnexis.com) is a leading global provider of content-enabled workflow solutions designed specifically for professionals in the legal, risk management, corporate, government, law enforcement, accounting, and academic markets. LexisNexis originally pioneered online information with its Lexis® and Nexis® services. A member of Reed Elsevier [NYSE: ENL; NYSE: RUK] (www.reedelsevier.com), LexisNexis serves customers in more than 100 countries with 15,000 employees worldwide.



The opinions expressed within this case study represent customer opinions. LexisNexis believes this case study experience generally represents the experience found with other similar customer situations. However, each customer will have its own subjective goals and requirements and will subscribe to different combinations of LexisNexis services to suit those specific goals and requirements. This case study may not be deemed to create any warranty or representation that any other customer's experience will be the same as the experience identified herein. LexisNexis uses the customer's trademarks herein with the customer's permission.