The Law Firm Technology Health Checklist

ATLANTIC COMPUTER SERVICES

Is Your IT Protecting Your Practice — or Putting You at Risk?

As an attorney, your clients trust you with their most sensitive information — and that trust extends to how well you protect their data. Whether you're preparing a case or managing a busy docket, unreliable tech is more than a frustration — it can be an ethical and financial liability.
This checklist will help you identify IT gaps that can compromise confidentiality, compliance, or productivity — and show how secure systems can strengthen your firm.

1. Security & Protection

☐ Client files and case data are backed up and encrypted.
☐ Multi-factor authentication is enabled on email, case management, and billing systems.
☐ Staff receive cybersecurity training with phishing simulations.
☐ Lost or stolen laptops or phones can be remotely wiped.
☐ You have a breach response plan that meets ABA and state bar guidelines.
☐ Antivirus, patches, and security updates are automatic.

Why it matters:

A breach of client data can lead to legal consequences and loss of trust. Your reputation depends on cybersecurity.

2. Performance & Reliability

☐ Case management software runs smoothly and reliably.
☐ Staff rarely deal with slow Wi-Fi, outdated hardware, or system crashes.
☐ Your document storage and retrieval systems are consistent across the firm.
☐ You track the age and condition of key tech (workstations, servers, firewalls).
☐ Remote access (e.g., court or client visits) is secure and easy.

Why it matters:

Efficient systems support your caseload. Downtime costs more than time — it could cost you the case.

3. Strategy & Growth

☐ You have an IT roadmap aligned with the firm's growth or practice areas.
☐ Your IT provider understands legal tech and compliance requirements (e.g., HIPAA, CJIS, e-discovery).
☐ You review IT and cybersecurity at least twice per year.
☐ You solve recurring tech issues at the root, not just the surface.
☐ Your IT partner acts like part of your team, not just a help desk.

Don"t.Let.Tech.Jeopardize.Your.Client.Confidentiality. A single IT issue could cost you a case — or worse, your reputation. Scan.the.QR.code.to.schedule.a.free.Discovery. Call and get expert insight into how your firm can stay secure, compliant, and focused on winning cases. Protect.your.practice¡.Strengthen.your.systems¡