

VIRTUAL ASSISTANTS FOR MASS TORT & PERSONAL INJURY LAW FIRMS

Running a Law Firm is a great responsibility and when your business grows, some of the routine tasks are the ones that need attention.

Mangalam provides virtual legal assistant services to independent lawyers, small and medium sized law firms. We have over 20 years of experience in the legal industry our team has the capabilities and the understanding required to address client needs.

We offer a range of Virtual Legal Assistant Services TO SUPPORT YOU AND YOUR STAFF

- **New Client Intake:** Complete assistance to the potential clients in entering data from intake sheets into your firms' software and completion of forms.
- Capture Plaintiff Details.
- Update all important events such as hearings, depositions, and notices.
- Create tasks, follow up's and calendar events.
- Create Folder in shared drive to hyperlink into case management.
- **Legal Administrative Support:** Complete assistance for office management tasks that you come across daily, helping you focus on what you are best at.
- **Help with Practice Management Services:** Legal Transcription, Medical Records Summaries, OCR, File conversions, coding, bates stamping and unitization of digital documents.