



LEXICON™

LEGAL OPS & TRAINING

Mindful Legal Team Management From Start to Finish. Your legal team forms the core of your firm. So how do you take them from simply “the team” to “the dream team”? You need to consider your legal function as almost a business- within-a-business and nurture every aspect of it from top to bottom so it is healthy and robust. The secret is having someone who can watch over your legal operations. That’s where Lexicon can help. Lexicon’s legal operations consultants serve as subject matter experts for your firm’s legal staff team, and can help optimize legal staff training programs, interview processes, the implementation and execution of new legal staff policies and procedures, and the development and maintenance of performance dashboards.

What We Offer

- ▶ Virtual paralegal staffing for long- and short-term needs (100% validated certification)
- ▶ Training content and process development
- ▶ Consulting services, including:
 - ▶ Process / procedure documentation
 - ▶ Efficiency analysis
 - ▶ Optimization recommendations
 - ▶ Staff management and temp services
 - ▶ Rate setting analysis / recommendation

Let us handle the business, so you can handle the law.
Schedule a demo today.

LexiconServices.com/Demo

Facilities
Management



Practice
Quality



Virtual
Receptionist



Legal Ops
& Training



**Practice Management Software
+ Legal Support Services.**



Information
Technology



Marketing



HR &
Recruiting

What Makes Us Better Than All the Rest?

- ▶ Developed hundreds of process and procedure documents
- ▶ Simultaneously managed over 130+ staff team members
- ▶ More than a decade of experience in managing and growing firms
- ▶ Dedicated experience to the legal industry
- ▶ Comprehensive partner - software and services - to help drive firm efficiency

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