

10 LEGAL ADMIN TASKS YOU CAN OFFLOAD THIS WEEK

*For busy solicitors, consultants, and small firm
owners*



As a solicitor, your time is precious. But admin tasks still need doing — and they often pile up, cut into billable hours, and create stress. The good news?

You don't need to handle them all yourself.

Here are 10 legal admin tasks you can hand off to a Virtual Legal Assistant — starting this week — with zero drop in quality or professionalism.

LEGAL ADMIN, DONE FOR YOU — PROFESSIONALLY AND PRECISELY

Court Form COMPLETION

Whether it's N1s, DQ forms, or Form E, I can accurately draft and prepare court forms based on your instructions.

Client *Onboarding*

I manage your onboarding process: collecting ID, running KYC/AML checks, and preparing intake forms — all GDPR-compliant.

Drafting *Correspondence*

Letters to clients, emails to third parties, template letters — prepared promptly and professionally using your house style.

Bundle PREPARATION

Create, paginate, index, and QC bundles for hearings or case reviews — physical or digital formats supported.

Time Recording

Track your time accurately against client matters using tools like LEAP, Proclaim, or Clio — so no time is lost or underbilled.

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Diary & Deadline MANAGEMENT

Never miss a date again. I'll coordinate hearings, filing deadlines, and client appointments with clear reminders.

Legal Research

Quick lookups or deeper dives into UK case law and procedures — summarized for you when you're pressed for time.

CRM & File *Management*

Keep your client files organized and accessible. I'll upload, rename, and archive documents using your firm's case system.

Standard *Document* DRAFTING

Create, paginate, index, and QC bundles for hearings or case reviews — physical or digital formats supported.

Time Recording

Track your time accurately against client matters using tools like LEAP, Proclaim, or Clio — so no time is lost or underbilled.

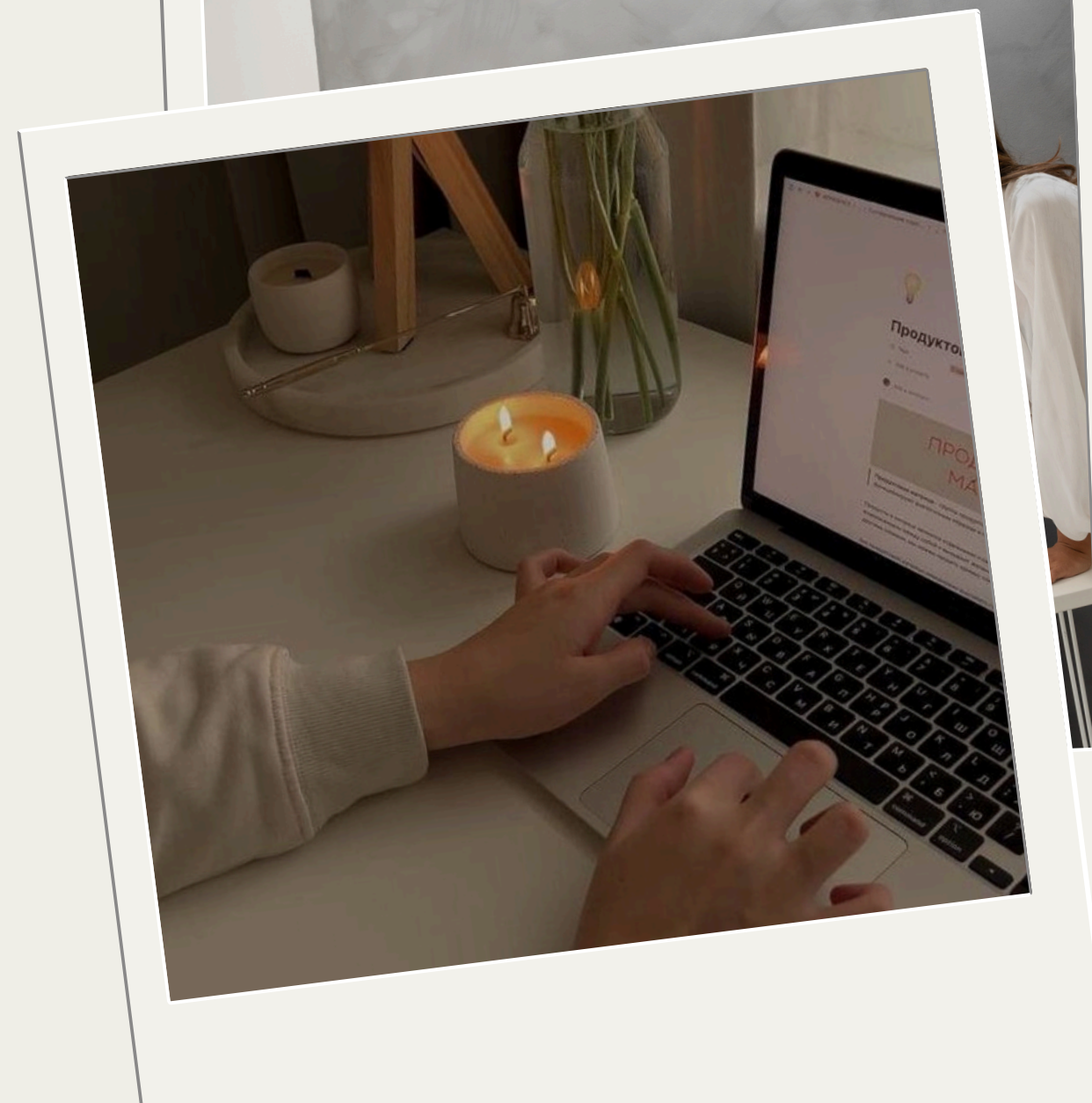
BONUS TIP:

Start by offloading 1 or 2 low-risk tasks.

You'll be surprised how quickly your hours
(and stress levels) improve.

WANT TO TRY THIS OUT?

- 7-Day Free Trial
- First Task Free
- No Lock-In or Subscription





ABOUT ME

ALISON TRAVERS

I am a UK-based Virtual Legal Assistant with a legal background and 10+ years of experience in litigation support. I understand the pressure solicitors face — and I'm here to make your workload lighter, more organised, and more profitable.



NICE TO MEET YOU!

Book a discovery call: <https://cal.com/alisontraversva>

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