



PRACTICE OPERATIONS FOR SOLO & SMALL-FIRM ATTORNEYS

Practice law — not paperwork. MVTech runs the administrative side of a solo or small firm: the books, the billing prep, the documents, the deadlines. **The output of an administrative hire — without the payroll, the taxes, or the HR.**

WHAT MVTECH DOES

Your Practice Paperwork, Organized

Case-file paperwork, client intake, vendor accounts, contacts, expense records — filed and findable in seconds. The administrative side of the practice, not the legal side.

Billing & Books, Tracked

Operating income and expenses logged in real time, every receipt filed. **CJA voucher prep** assembled from your records. Bar dues, CLE, malpractice and license renewals monitored so nothing lapses.

Documents, Produced

Intake forms, client letters, engagement templates, packets and filings formatted to your standard — produced **under your supervision**. You direct and sign; we produce.

HOW IT WORKS

1 Connect

We set up a shared, confidential Google Drive and link your practice email and operating account. Setup is handled for you.

2 Hand It Off

Send a receipt, a draft, a stack of forms — or nothing. The administrative side runs in the background.

3 Get It Back

Organized books, prepared vouchers, finished documents, and a clear monthly report — ready for you to review and sign.

WHAT YOU GET

- ✓ Monthly operations report — income, expenses, what needs you
- ✓ Operating income & expenses tracked, every receipt filed
- ✓ **CJA voucher preparation** — assembled from your records
- ✓ Document production **under your supervision** — forms, letters, packets, formatted filings
- ✓ Deadline tracker — bar dues, CLE, malpractice, license renewals
- ✓ Client intake packets & templates in your firm's look
- ✓ Confidentiality agreement (NDA) — your files stay privileged
- ✓ Direct access to me by text or phone

WHO IT'S FOR

Solo and small-firm attorneys — **criminal-defense and CJA-panel practices** especially — who carry the whole administrative load themselves.

FRACTIONAL, NOT A HIRE

A paralegal's output **without a paralegal's W-2**: no payroll taxes, benefits, workers' comp, or HR. Scale up or down — pay for output.

Legal documents are prepared for, and under the supervision of, a licensed attorney. MVTech provides administrative and document-production support and does not provide legal advice or handle client trust/IOLTA accounts.

Ready to hand off the paperwork? Text or call 213-444-0024