



IT Readiness Checklist: Law Firms

Identity & Access

- ☐ MFA enforced for email, VPN, admin, and finance apps
- ☐ SSO enabled for major apps
- ☐ Role-based access (least-privilege); quarterly access review
- ☐ Offboarding checklist removes access within 24 hours

Endpoints & Devices

- ☐ All laptops/desktops enrolled in MDM/RMM
- ☐ Disk encryption (BitLocker/FileVault)
- ☐ Auto-updates for OS, browsers, applications, drivers
- ☐ Standardized, documented device build images

Email & Collaboration

- ☐ Advanced anti-phishing, spoofing and attachment scanning
- ☐ External sender banner and impersonation protection
- ☐ Data Loss Prevention (DLP) rules for sensitive info
- ☐ Teams/Zoom hardened (waiting rooms, recording policy)

Data Protection

- ☐ Data backups
- ☐ Backups of endpoints and servers
- ☐ Monthly restore tests documented
- ☐ Versioning enabled for key document libraries

Network & Remote

- ☐ Business-grade firewall with IPS/IDS + geo-blocking
- ☐ Segmented Wi-Fi (staff/guest) with WPA2 or better
- ☐ VPN or Zero-Trust access; deprecated legacy VPNs removed

Security Operations

- ☐ EDR/XDR on all endpoints with 24/7 alerting
- ☐ Security awareness training + quarterly phishing sims
- ☐ Incident Response (IR) runbook with contacts and SLAs
- ☐ Admin account separation (no email on admin accounts)

Compliance & Documentation

- ☐ Asset inventory and data-flow diagram maintained
- ☐ Acceptable Use + Security policies signed annually
- ☐ Vendor list with security/compliance posture recorded
- ☐ Quarterly security & compliance report to leadership

Business Continuity

- ☐ RPO/RTO targets defined
- ☐ DR plan tested at least annually
- ☐ Critical app failover playbooks (email, DMS, phones)
- ☐ Power redundancy for office & key staff

Legal

- ☐ Document Management System (NetDocuments or Clio)
- ☐ Clients and matters confidentiality
- ☐ Email encryption
- ☐ Secure client-share portals (no ad-hoc public links)
- ☐ Mobile access uses containerization + remote wipe
- ☐ "Court-ready" device standardized
- ☐ Video platform checklist (recording off, waiting room on, naming)
- ☐ eSign platform meets retention & audit requirements

Retention & eDiscovery

- ☐ Legal hold and retention schedules implemented
- ☐ Chain-of-custody documented for evidence handling
- ☐ Export workflows tested (Bates, load files, metadata)

Score: _____

0–15: High risk — request an immediate review

16–28: Moderate risk — prioritize top 5 gaps in 30-day plan

Score 1 point per checked item. 29–40+: Strong — schedule quarterly tune-ups

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