



# IT Launch Checklist for New Houston Law Firms

## CORE BUSINESS SERVICES

- Professional email service** (Microsoft 365 or secure server) set up
- File sharing service** established for secure document access
- Domain controller** installed for centralized user management
- Application server** configured for QuickBooks, practice management tools
- Case management software** selected and implemented
- Time tracking and billing** systems integrated

## CYBERSECURITY PROTECTION

- Multi-factor authentication (MFA)** enabled on all accounts
- Password manager** deployed firm-wide
- Role-based access controls** configured for files and systems
- Antivirus protection** installed and centrally monitored
- Data encryption** enabled on all devices
- Security awareness training** completed for all team members
- Incident response procedures** documented and practiced

## FOUNDATIONAL INFRASTRUCTURE

- High-speed business internet** provider selected and installed
- Phone system** (VOIP or traditional) contracted and configured
- Physical network cabling** (Cat 6) installed at all workstations
- Firewall hardware** installed and configured for security/remote access
- Network switch** installed to connect all devices
- Wireless network** set up with staff and guest access

## DEVICES & EQUIPMENT

- Laptops/desktops** purchased, encrypted, and configured
- Mobile devices** set up with security policies
- Remote access capability** enabled for all devices
- Printers, copiers, scanners** networked for shared use
- Battery backup (UPS)** systems installed for critical equipment

## COMPLIANCE & DOCUMENTATION

- Data retention policies** configured to meet bar ethics rules
- Audit logging** enabled in file and user systems
- Client confidentiality controls** implemented
- IT security policies** written and distributed
- Employee onboarding/offboarding** checklist created
- Emergency response plan** developed for outages/breaches

## ONGOING SUPPORT

- IT service provider (MSP)** relationship established
- Service level agreement (SLA)** in place for support
- Monitoring and patching schedule** set for all systems
- Quarterly IT check-ins** scheduled for scaling and risk assessment
- Regular backup testing** scheduled
- Software update procedures** established
- Security assessment** planned annually



**Not sure where to start?**  
We can help your law firm.

Schedule a **free IT consultation** with ECS to ensure your systems are ready for a smooth IT launch process.

