



LAW FIRM CYBER RISK *Checklist*

A quick, confidential self-assessment for reducing liability, aligning with regulations, and strengthening client trust.

1. COUNT EVERY BOX YOU CHECKED. EACH CHECKMARK EQUALS 1 POINT.

LIMIT LIABILITY

- ☐ Written cybersecurity policies are in place and followed.
- ☐ All client data locations are known and access is controlled.
- ☐ Employees and contractors are securely offboarded.
- ☐ Backups are protected from ransomware and tested quarterly.
- ☐ All firm and personal devices are encrypted.
- ☐ Cyber insurance is active and exclusions understood.

ALIGN WITH REGULATIONS

- ☐ Firm meets ethical requirements for safeguarding data.
- ☐ Staff receive yearly legal-specific cybersecurity training.
- ☐ Third-party tools and AI apps are risk-evaluated before use.
- ☐ A recognized framework (like NIST CSF) is followed.
- ☐ Access logs are reviewed quarterly.
- ☐ Incident Response Plan is documented and actionable.

WIN CLIENT TRUST

- ☐ Firm can explain how client data is protected.
- ☐ Security questionnaires are handled quickly and confidently.
- ☐ Secure file-sharing tools are used instead of email attachments.
- ☐ Email system blocks impersonation and spoofing attempts.
- ☐ A plan exists for handling VIP and high-risk clients.

SECURE THE BUSINESS

- ☐ MFA is enabled firmwide.
- ☐ Systems automatically update and patch.
- ☐ All firm devices are tracked and can be wiped remotely.
- ☐ A password manager is used by all employees.
- ☐ Suspicious activity is monitored (logins, data loss).
- ☐ Security budget aligns with firm size and revenue.

2. Total your score using the ranges below:

18–24 points

Your foundation is strong. Minor refinements will reduce liability and strengthen client trust.

12–17 points

Moderate risk. You're protected in some areas but exposed in others. A focused roadmap will close gaps quickly.

0–11 points

High risk. Your firm is vulnerable to ethics issues, client data exposure, and operational disruption. Immediate action recommended.

What Your Score Means

The average small law firm scores between 9 and 14.

That means most practices think they're safer than they actually are.

What does *LAWS™ MEAN?*

LIMIT LIABILITY - Reduce exposure before a breach or investigation occurs.

ALIGN WITH REGULATIONS - Stay compliant with state bar guidance, FTC Safeguards Rule, and client expectations.

WIN CLIENT TRUST - Show clients their data is handled with excellence, not excuses.

SECURE THE BUSINESS - Strengthen your operations so cyber risk does not disrupt your practice.

NEED CLARITY FAST?

GET A CONFIDENTIAL CYBER
ROADMAP SESSION (30 MINUTES).

- IDENTIFY TOP LIABILITY RISKS
- PRIORITIZE HIGH-IMPACT FIXES
- RECEIVE A SIMPLE, ACTIONABLE PLAN

