

Cybersecurity Readiness Checklist for Law Firms



Modern law firms balance client confidentiality, compliance, and productivity every day. Use this self-assessment to identify where your firm stands and where small improvements could make a big difference.

Rate each item from **1 (Never)** to **5 (Always)**

1. Data Protection & Access

Your Rating from 1 to 5:

- 1. We store client data only in approved, secure systems.
- 2. Multi-Factor Authentication (MFA) is enforced for all users.
- 3. File sharing and storage are encrypted.
- 4. Access permissions are reviewed regularly.
- 5. Backups are tested and verified routinely.

TOTAL:

2. Devices & Remote Work

Your Rating from 1 to 5:

- 1. All firm devices are managed and updated automatically.
- 2. Remote work connections use secure VPN or equivalent.
- 3. Personal device (BYOD) policies are documented and enforced.
- 4. Mobile devices are encrypted and can be remotely wiped.
- 5. Outdated or unsupported systems are phased out.

TOTAL:

3. Compliance & Policy Alignment

Your Rating from 1 to 5:

- 1. Our data handling meets current privacy and confidentiality laws.
- 2. Security and compliance policies are reviewed annually.
- 3. Employees complete cybersecurity awareness training regularly.
- 4. We maintain clear audit trails for compliance purposes.
- 5. An incident response plan is in place and tested.

TOTAL:

4. Communication & Awareness



Your Rating from 1 to 5:

1. Staff can identify and report suspicious emails.
2. Phishing protection tools are active and updated.
3. Security topics are discussed during team meetings.
4. Employees understand their role in protecting client data.
5. Leadership reinforces a “security-first” culture.

TOTAL:

5. IT Systems & Integration



Your Rating from 1 to 5:

1. IT, Cybersecurity, and Compliance are aligned in our operations.
2. We use one secure system to manage all workflows.
3. Technology updates and security audits occur on a set schedule.
4. Vendor access and third-party integrations are monitored.
5. System downtime or vulnerabilities are reviewed after every update.

TOTAL:

Add up your total points: ___/125

- ☐ 110–125: **Resilient:** your firm is proactive and aligned.
- ☐ 70–99: **Stable:** strengthen consistency and regular reviews.
- ☐ Below 70: **At Risk:** act now to close gaps and reduce exposure.

☒ Next Step: Schedule a quick Business Security Check-In to review your firm’s results and identify where simple improvements can make the biggest impact.

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