

Law Firm Employee Handbook

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Law Office Employee Manual

Demetrios Dimitriou

Law Office Employee Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs Law Office Staff Manual Berne Rolston, 1992 This work contains all policies procedures needed for the general administration of a law firm It aids in training new employees avoiding misunderstandings preventing malpractice It is also available with 5 1 4 inch 3 1 2 inch diskettes for the IBM or compatible personal computers using ASCII WordPerfect programs **Law Office Procedures Manual for Solos** and Small Firms Demetrios Dimitriou, 2005 This step by step guide is the key to developing a tailor made office procedures manual containing everything from client data sheets and docket control systems to employee benefits and file management policies In addition the entire text is included on CD ROM fr easy customization United States Attorneys' Manual United States. Department of Justice, 1985 **United States Attorneys' Manual** ,1976 ABA Journal, 1998-10 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of The United States Government Manual .1984 the American Bar Association The United States Government Manual of Patent Examining Procedure United States. **Manual** United States. Office of the Federal Register, 1983 Patent and Trademark Office, 1983 ABA Journal, 1998-10 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association

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