

Law Office Procedures Manual for Solos and Small Firms, Third Edition

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Law Firm Procedures Manual

Demetrios Dimitriou

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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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 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 for easy customization **Law Office Procedures Manual for Solos and Small Firms** Demetrios Dimitriou, Andrew Dimitriou, 2012 **Law Office Policy & Procedures Manual**, 2004

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