

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
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NORTH CAROLINA

RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure – outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on:

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Law Office Policy And Procedure Manual

**Sharon D. Nelson, David K. Isom, John
W. Simek**



Law Office Policy And Procedure 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 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 Policy & Procedures Manual*, 2004 **Law Office Policy & Procedures Manual** Robert C. Wert, Howard I. Hatoff, 2000 A manual for the law office this volume can serve as a reference for staff or as a training tool for new employees and associates It covers departments and committees organization and administration support personnel file systems office security and more The disk contains all the text *The Legal Career Guide* Gary A. Munneke, 2002 Introducing the latest edition of this step by step guide for planning and executing a job search This book is filled with practical advice that will help anyone find their personal niche in the legal profession The Complete Guide to Designing Your Law Office Suzette S. Schultz, Jon S. Schultz, 2005 This comprehensive new resource provides all the information needed to plan or remodel a law firm's office space Helpful checklists schedules forms and letters are included on the accompanying CD ROM Nonlegal Careers for Lawyers Gary A. Munneke, William D. Henslee, 2003 Great opportunities exist for law students and practicing lawyers outside the traditional practice of law This user friendly guidebook explains when and how to choose a nonlegal career the specialized skills legal training provides and how to plan and conduct a job search You'll find information on careers in business and industry government and public service associations and institutions and entrepreneurial ventures A resource section provides surveys and listings of nonlegal careers in several categories and a listing of publishers and suggested readings on nonlegal careers Book jacket

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Paralegals, Profitability, and the Future of Your Law Practice Arthur G. Greene, Therese A. Cannon, 2003 This book provides advice on how to hire and use top notch paralegals to achieve success in providing clients with quality service

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 *The Lawyer's Guide to Marketing Your Practice* James A. Durham, Deborah McMurray, 2004 A well developed successfully executed marketing plan will attract new clients increase referrals and strengthen client loyalty This resource will help you master the creative marketing solutions you need *Risk Management* Anthony E. Davis, Peter R. Jarvis, 2007 Risk Management Survival Tools for Law Firms helps you to establish solid policies procedures and systems to minimize your firm's risk This completely updated and revised edition provides a complete overview of risk management and offers a practical approach to evaluating the state of risk management within your firm

Information Security for Lawyers and Law Firms Sharon D. Nelson, David K. Isom, John W. Simek, 2006 The book provides sound advice and offers valuable guidelines and assistance to bridge the worlds of law and technology on important information security issues that face the legal professional every day This essential guide discusses the ethical duties of lawyers relating to securing their electronic information If you are a small firm it will advise you on how you can have reliable security If you are a large firm it will help you to decide what information security duties can be delegated Other topics include worms Trojans spyware malware spiders key loggers and their implications and whether or not it is safe to use wireless technology for the delivery of legal services **Law Office Policies, Procedures, and**

Operations Manual Marcia Watson Wasserman, Cynthia Thomas (Law firm management consultant), 2022 This manual contains all the information you need to prepare your own staff manual regardless of the size of your firm *Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams, 2013-10-21 The most comprehensive front office medical assisting resource available Kinn's The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide Procedure Checklist Manual Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text Master key skills through step by step instructions and full color illustrations that clarify procedures Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises Understand the importance of patient privacy with the information

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Unveiling the Magic of Words: A Overview of "**Law Office Policy And Procedure Manual**"

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