

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
COMPANY OF
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 Policies And Procedures Manual Template

Bette A. Warn, Elizabeth W. Woodcock



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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 **Operating Policies and Procedures Manual for Medical Practices** Bette A. Warn, Elizabeth W. Woodcock, 2001 *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 Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou, 2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently This second edition features new chapters on topics such as the family and medical leave act Internet use and more The diskette contains the text in WordPerfect 6 x and ASCII formats **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 **The Essential Formbook** Gary A. Munneke, Anthony E. Davis, **Legal Information Buyer's Guide and Reference Manual** Kendall F. Svengalis, Rhode Island LawPress, 2008 **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 ABA Journal , 1982-06 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 *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 **The Complete Internet Handbook for Lawyers** Jerry Lawson, 1999 With its potential to improve communications learn to use the Internet to streamline communications and lower overhead costs for your law practice Dozens of tips and hints make the most out of the Web and its capabilities to help your business from emails to search engines and listservs 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 Complete Guide to Marketing Your Law Practice* Hollis Hatfield Weishar,James A. Durham,1999 A complete guide to marketing law firm or practice Contains strategies and insights from the country s top legal marketers *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 The Lawyer's Quick Guide to Microsoft Word Alan S. Adler,David Greenwald,2000 The 11 lessons in this guide show how to apply the formatting editing and other Word functions commonly used in the creation of legal documents Included is a tutorial diskette with several practice documents **The Lawyer's Guide to Balancing Life and Work** George W. Kaufman,1999 Designed to help lawyers achieve personal and professional satisfaction in their careers this guide offers seasoned wisdom for navigating a stress free path through a career in law Through practical and explorative exercises lawyers learn how to identify habitual patterns clearly evaluate past and current jobs and discover self empowerment and how to apply this information to making healthy decisions The exercises take personal facts from all aspects of a lawyer s complex life and arrange the information into simple useful advice for making productive career choices The book is peppered with informative and engaging anecdotes and firsthand burnout experiences offering remedies and direction for lawyers whose careers and lives are out of balance Handling Personnel Issues in the Law Office Francis T. Coleman,Douglas E. Rosenfeld,1997 How to Build and Manage an Entertainment Law Practice Gary Greenberg,2001 This book provides complete and systematic guidance on how to establish and maintain a practice in the field of entertainment law **Anatomy of a Law Firm Merger** Hildebrandt International,2000 This book will help you decide when to consider a merger and how to make the many other decisions involved in completing the merger and ultimately intergrating the merged firm **Easy Self-audits for the Busy Law Office** Nancy Byerly Jones,1999 This easy to use tool will assist the attorney in conducting their own self audits Whether they want to streamline procedures foster teamwork or build client relations this book dwill identify the practice s problem areas as well as offer ideas to improve them

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Table of Contents Law Office Policies And Procedures Manual Template

1. Understanding the eBook Law Office Policies And Procedures Manual Template
 - The Rise of Digital Reading Law Office Policies And Procedures Manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Law Office Policies And Procedures Manual Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Law Office Policies And Procedures Manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Law Office Policies And Procedures Manual Template
 - Personalized Recommendations
 - Law Office Policies And Procedures Manual Template User Reviews and Ratings
 - Law Office Policies And Procedures Manual Template and Bestseller Lists
5. Accessing Law Office Policies And Procedures Manual Template Free and Paid eBooks

- Law Office Policies And Procedures Manual Template Public Domain eBooks
 - Law Office Policies And Procedures Manual Template eBook Subscription Services
 - Law Office Policies And Procedures Manual Template Budget-Friendly Options
6. Navigating Law Office Policies And Procedures Manual Template eBook Formats
- ePub, PDF, MOBI, and More
 - Law Office Policies And Procedures Manual Template Compatibility with Devices
 - Law Office Policies And Procedures Manual Template Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Law Office Policies And Procedures Manual Template
 - Highlighting and Note-Taking Law Office Policies And Procedures Manual Template
 - Interactive Elements Law Office Policies And Procedures Manual Template
8. Staying Engaged with Law Office Policies And Procedures Manual Template
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Law Office Policies And Procedures Manual Template
9. Balancing eBooks and Physical Books Law Office Policies And Procedures Manual Template
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Law Office Policies And Procedures Manual Template
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Law Office Policies And Procedures Manual Template
- Setting Reading Goals Law Office Policies And Procedures Manual Template
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Law Office Policies And Procedures Manual Template
- Fact-Checking eBook Content of Law Office Policies And Procedures Manual Template
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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