

# 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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# **Sample Internal Office Procedures Manual**

**United States. Congress. House.  
Committee on Appropriations.  
Subcommittee on Independent Offices**

## **Sample Internal Office Procedures Manual:**

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Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07 Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators. This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size. **Athletic Director's Desk Reference** Donna A. Lopiano, Connee Zotos, 2022-02-15 This applied reference includes management tips, planning tools, and policies for athletic administrators. Designed primarily as a reference for intercollegiate athletic program administrators, high school athletic administrators, courses in athletic administrations, and libraries. **IRS Printed Product Catalog** United States. Internal Revenue Service, 1999 **Department of the Interior and Related Agencies Appropriations for 1983** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies, 1982 *Department of the Interior's First-year Implementation of the Federal Managers' Financial Integrity Act* United States. General Accounting Office, 1984 **First Steps in Retail Management** Mark Wrice, 2004 This second edition continues to provide an invaluable introduction to retail management concepts for those progressing into management levels of retailing. The book is a practical text for use in conjunction with the relevant curricula and competency-based training resources. **Professional Practice for Landscape Architects** Rachel Tennant, Nicola Garmory, Clare Winsch, 2015-09-16 Professional Practice for Landscape Architects third edition deals with the practical issues of being a successful landscape architect professional. Endorsed by the Landscape Institute, this book is an indispensable guide for licentiate members of the Institute on their Pathway to Chartership. It follows the revised 2013 syllabus covering all aspects of professional judgement, ethics, and values, the legal system, organisation and management, legislation, and the planning system, environmental policy, and control, procurement, and implementation. It also serves as a reminder and reference for fully qualified professionals in their everyday practice and for landscape students. Valuable information is presented in an easy-to-follow manner with diagrams and schedules, key acts, professional documents, and contracts clearly explained and made easy to understand. A handy list of questions are included to aid with P2C revision, answers of which are found within the text. Independent Offices Appropriations for 1964 United States. Congress. House. Appropriations, 1963 **Independent Offices Appropriations for 1964: Civil Aeronautics Board, Federal Aviation Agency, Federal Communications Commission, General Accounting Office, Housing and Home Finance Agency, National Capital Housing Authority, National Science Foundation, Office of Emergency Planning, Office of Science and Technology** United States. Congress. House. Committee on Appropriations. Subcommittee on Independent Offices, 1963 *Guide to Federal Records in the National Archives of the United States: Record groups 171-515* United States. National Archives and Records Administration, 1995 Business Aspects of Optometry Association of Practice Management Educa, 2009-12-15

Count on this complete guide to setting up and managing an optometric practice Business Aspects of Optometry covers everything related to the business side of a practice such as selecting a location and staff equipping the office office administration and personnel management marketing options for a specialty practice controlling costs billing and reimbursement risk management and financial planning To succeed in practice this is the one resource you need Unique Expert authors are practice management educators who teach the course in optometry schools A logical organization makes it easy to find practical information on managing your own practice or purchasing your own practice Coverage of different types of ownership includes self employment individual proprietorships partnerships and corporations Coverage of cost control issues compares the selection and use of an optical laboratory versus an in house finishing lab Risk management and insurance coverage provides an overview of personal life liability and disability insurance Coverage of financial planning and tax reporting discusses topics including IRAs retirement plans estate planning and personal and business tax issues Bulleted lists tables figures and boxes help you locate valuable information quickly Checklists provide a logical progression in completing tasks NEW chapters expand the book s scope of coverage and include these topics Personal and professional goal setting Resumes and interviews Debt management Principles of practice transfer Ethics Quality assurance Specialty practice Vision rehabilitation Coding and billing Financial decision making Exit strategies

*Project Management Essentials For Dummies, Australian and New Zealand Edition* Nick Graham, Stanley E. Portny, 2015-01-06 The fast and easy way to perfect your project management skills Whatever your profession effective project management skills are crucial to developing a successful business career In Project Management Essentials For Dummies you ll find all the information and guidance you need to plan your projects with confidence and deliver them on time This comprehensive resource will help you unlock the keys to project management success gain the know how to assess your strengths and weaknesses to maximise your project management potential find proven ways to motivate your project team and so much more In today s challenging business environment professionals are increasingly working within tight timeframes and constricted budgets and striving to deliver projects under a range of high pressure scenarios Thankfully Project Management Essentials For Dummies shows you how to put out the fires igniting your workspace and explains how easy it is to organise estimate and schedule projects more efficiently In no time you ll be managing deliverables assessing risks maintaining communications making the most of your resources and utilising time saving technologies like a project management ninja Understand how to develop your plans around a sturdy structure from start to finish Discover how to select the right people and get the very best from your team Recognise ways to take control and steer your projects to success Get up to speed on mastering the basics of project management If you re a business professional looking to take your project management skills to new heights but don t want to get bogged down with forehead scratching jargon and complex methodologies Project Management Essentials For Dummies has everything you need to get up and running fast

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