

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 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 *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 Lawyer's Guide to Effective Yellow Pages Advertising** Kerry Randall, Andru J. Johnson, 2005 Although Yellow Pages advertising should be a major profit building business marketing strategy for many law firms the harsh reality is that 99% of ads simply don t work This book will provide you with the information you need to create effective powerful Yellow Pages ads and drive your client development programs forward You ll find information on identifying and focusing on your target market as well as how to plan and design the perfect ad that not only reaches potential clients but motivates them to call Book jacket *The Practical Guide to People-Friendly Documentation* Adrienne Escoe, 2001-06-30 This innovative guide brings together practical solutions to the documentation challenges faced by today s organizations From company policies and desk instructions to Baldrige and the ISO 9000 requirements it applies a customer and quality based systems approach to streamlining and managing your documentation system This second edition is an organized toolbox of powerful methodology and metrics that shows companies how to steer clear of cumbersome and obsolete documentation and gives numerous examples of the tremendous opportunities and pitfalls presented by technology such as the Internet and web based documentation management software The Society for Technical Communication STC awarded this book the Touchstone 2001 award **ABA Journal** , 1984-04 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 **A Practical Guide to Preventing Legal Malpractice** Duke Nordlinger Stern, 1983 Plan and Operation of the National Survey of Ambulatory Surgery Thomas McLemore, Linda Lawrence, 1997 *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 *Community Revitalization Bibliography* , 1980 Modern Dental Assisting - E-Book Doni L.

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Table of Contents Sample Guide To Office Procedures

1. Understanding the eBook Sample Guide To Office Procedures
 - The Rise of Digital Reading Sample Guide To Office Procedures
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Guide To Office Procedures
 - 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 Sample Guide To Office Procedures
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Guide To Office Procedures
 - Personalized Recommendations
 - Sample Guide To Office Procedures User Reviews and Ratings
 - Sample Guide To Office Procedures and Bestseller Lists

5. Accessing Sample Guide To Office Procedures Free and Paid eBooks
 - Sample Guide To Office Procedures Public Domain eBooks
 - Sample Guide To Office Procedures eBook Subscription Services
 - Sample Guide To Office Procedures Budget-Friendly Options
6. Navigating Sample Guide To Office Procedures eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Guide To Office Procedures Compatibility with Devices
 - Sample Guide To Office Procedures Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Guide To Office Procedures
 - Highlighting and Note-Taking Sample Guide To Office Procedures
 - Interactive Elements Sample Guide To Office Procedures
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 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Guide To Office Procedures
9. Balancing eBooks and Physical Books Sample Guide To Office Procedures
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Guide To Office Procedures
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Guide To Office Procedures
 - Setting Reading Goals Sample Guide To Office Procedures
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Guide To Office Procedures
 - Fact-Checking eBook Content of Sample Guide To Office Procedures
 - 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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