

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

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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     **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 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 Staff Manual for Solos and Small Law Firms* Demetrios Dimitriou, 1995     **Franchise Law Firms and the Transformation of Personal Legal Services** Jerry Van Hoy, 1997-08-26 As lawyers legal scholars and academics throughout the social sciences debate the future of legal work and the legal profession itself they turn their attention inevitably to the rise of the franchise law firms Founded in response to the changing market for legal services franchise law firms have grown dramatically in recent years but at what cost to clients and lawyers alike This book focuses on how professional organizations and the related work experience are influenced by economics and the way various firms have excelled by mass producing a basic menu of services by placing their offices at strategic locations hiring inexperienced new law school graduates and using television and other hard sell means to attract clients Van Hoy s impeccable sociological research presented in a clear readable anecdotal style will be fascinating and useful reading not only for members of the legal profession and their academic colleagues but also for aspiring lawyers and their future clients Van Hoy shows that franchise law firms are a competitive innovation in the market for personal legal services an innovation that has served to standardize lawyers work and to dehumanize lawyers themselves Precisely because the work of attorneys can be standardized and mass produced a finding that may astonish some and dismay others attorneys may be even more alienated from their chosen profession than their clients suspect Van Hoy analyzes these matters and captures the broader context in which prepackaged firms operate indeed he compares franchised attorneys to lawyers in different types of firms who are also

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