

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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Business Report Guides Dorinda Clippinger,2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists *Business Report Guides* gives ample information to apply instantly It also works as a handy reference for use throughout your career **Procedures for the Office Professional** Patsy J.

Fulton,Joanna D. Hanks,Reynolds,1995 *The Landlord Entrepreneur* Bryan Chavis,2017-09-05 From the author of the real estate investment bible *Buy It Rent It Profit* comes a fresh guide to teach new and aspiring landlords how to go from managing a single rental property to successfully managing a large rental portfolio In his first book real estate expert Bryan Chavis created the ultimate how to guide for buying and managing rental properties with practical realistic ways to build lasting long term wealth Now he takes his acclaimed program one step further *The Landlord Entrepreneur* shifts the focus from dealing exclusively with residential real estate to building a dynamic property management business By following the step by step instructions in this new guide anyone can create a fully functioning professional property management company in only ten days With Chavis s modern take on real estate you will learn the five phases of property management and the skills needed to successfully move through them as well as the hacks and tricks to build your profitable business from the ground up Full of smart practical business advice *The Landlord Entrepreneur* is the only guide you need to become a successful property manager in today s real estate market *Office Management Handbook* Harry Lester Wylie,1958

Procuring and Managing Professional Services for Airports Thomas A. Defant (Jr.),2013 TRB s Airport Cooperative Research Program ACRP Report 87 *Procuring and Managing Professional Services for Airports* provides guidance for procuring and managing professional services at airports for use by airport owners and operators For the purposes of this report professional services include planning environmental architectural and engineering information technology financial legal and other key professional services provided to airports The report covers the procurement process including scoping pre selection process selection criteria evaluation and contract negotiations and processes for managing professional services contracts Publisher s description **Harmonising Rock Engineering and the Environment** Qihu Qian,Yingxin

Zhou,2011-09-14 *Harmonising Rock Mechanics and the Environment* comprises the proceedings invited and contributed papers of the 12th ISRM International Congress on Rock Mechanics Beijing China 18 21 October 2011 The contributions cover the entire scope of rock mechanics and rock engineering with an emphasis on the critical role of both disciplines in sustain **Office of Federal Contract Compliance Programs** United States. Office of Federal Contract Compliance

Programs,1989 **National Construction Estimator** ,1999 **Build Smarter with Alternative Materials** Leon A. Frechette,1999 This is the book for construction professionals who want a clear understanding of alternative materials and how using them can enhance their projects both residential and commercial It covers the materials including their strengths and any limitations as well as installation tips and manhour estimates For each product listed you ll learn where you can get it including phone numbers and Website addresses of the manufacturers Every builder needs a niche This book is full of new exciting materials that you can offer your customers with confidence The Library of Congress Author Catalog Library of Congress,1948 *El-Hi Textbooks & Serials in Print, 2003* ,2003 **Construction Index** ,1996 **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1976 United States Educational, Scientific, and Cultural Motion Pictures and Filmstrips, Selected and Available for Use Abroad; Education Section United States. Interdepartmental Committee on Visual and Auditory Materials for Distribution Abroad. Subcommittee on Catalog,1959 **United States Educational, Scientific, and Cultural Motion Pictures and Filmstrips, Selected and Available for Use Abroad: Education Section, 1958, Education and Productivity** United States Information Agency,1959 **Commerce Business Daily** ,1997-12-31 **The Insurance Press** ,1914 **El-Hi Textbooks & Serials in Print, 2000** ,2000 **Director's Report** United States. Office of Federal Contract Compliance Programs,1989 Department of Commerce Publications for Use in Marketing and Distribution United States. Business and Defense Services Administration. Office of Distribution,1955

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