

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.**

DOWNLOAD THE OFFICE PROCEDURES MANUAL PRACTICE GUIDE

Sample Law Office Procedures Manual

Roman Wölfel



Sample Law Office Procedures Manual:

Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Sample Law Office Procedures Manual**

In some sort of inundated with monitors and the cacophony of instant conversation, the profound power and mental resonance of verbal art often fade into obscurity, eclipsed by the continuous onslaught of sound and distractions. However, set within the musical pages of **Sample Law Office Procedures Manual**, a charming function of fictional elegance that impulses with organic emotions, lies an unforgettable journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, this mesmerizing opus books visitors on an emotional odyssey, delicately exposing the latent potential and profound affect embedded within the delicate internet of language. Within the heart-wrenching expanse with this evocative analysis, we shall embark upon an introspective exploration of the book is key themes, dissect its fascinating publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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Sample Law Office Procedures Manual Introduction

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