

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

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Office Procedures Manual Law Firm

Camilla Rothe



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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

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

Law Office Policy & Procedures Manual, 2004

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, Andrew Dimitriou, 2012

Flying Solo K. William Gibson, 2005 The contributors share time tested advice on approaches methods systems and perspectives that have resulted in thriving solo and small firm law practices in the real world This book contains proven solutions for problems and issues that sooner or later every practitioner will have to face

ABA Journal, 1991-10 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

The Lawyer's Guide to Marketing Your Practice James A. Durham, Deborah McMurray, 2004 A well developed successfully executed marketing plan will attract new clients increase referrals and strengthen client loyalty This resource will help you master the creative marketing solutions you need

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