

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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**Kansas. Division of Rehabilitation
Services**



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Procedures for the Office Professional Patsy J. Fulton, Joanna D. Hanks, Reynolds, 1995 *Resources in Education*, 1999-04 Moody's International Manual, 1995 **Administrative Management**, 1967 Metric Handbook David Littlefield, 2012-09-10 Fully updated in reference to the latest construction standards and new building types Sustainable design fully integrated into each chapter Over 100 000 copies sold to successive generations of architects and designers this book truly belongs on every design office desk and drawing board The Metric Handbook is the major handbook of planning and design data for architects and architecture students Covering basic design data for all the major building types it is the ideal starting point for any project For each building type the book gives the basic design requirements and all the principal dimensional data and succinct guidance on how to use the information and what regulations the designer needs to be aware of As well as buildings the Metric Handbook deals with broader aspects of design such as materials acoustics and lighting and general design data on human dimensions and space requirements The Metric Handbook really is the unique reference for solving everyday planning problems About the Author David Littlefield is a senior lecturer at the University of the West of England where he teaches in the department of planning and architecture For many years he worked as a writer and journalist David has written co written or edited over ten books on architecture Customer reviews This book is a great investment as you will use it throughout your career as an architect I have found that this book is the Bible for all planners contains so much information that no designer or planner should be without a copy An essential reference book that should be on the shelf in any design studio *Metric Handbook* Pamela Buxton, 2015-03-05 Significantly updated in reference to the latest construction standards and evolving building types Many chapters revised including housing transport offices libraries and hotels New chapter on flood aware design Sustainable design integrated into chapters throughout Over 100 000 copies sold to successive generations of architects and designers this book belongs in every design studio and architecture school library The Metric Handbook is the major handbook of planning and design information for architects and architecture students Covering basic design data for all the major building types it is the ideal starting point for any project For each building type the book gives the basic design requirements and all the principal dimensional data and succinct guidance on how to use the information and what regulations the designer needs to be aware of As well as building types the Metric Handbook deals with broader aspects of design such as materials acoustics and lighting and general design data on human dimensions and space requirements The Metric Handbook provides an invaluable resource for solving everyday design and planning problems The Michigan CPA, 1985 *Daily Graphic* Ransford Tetteh, 2011-02-28 **Progressive Architecture**, 1984 **Sandra Smith's Review for NCLEX-PN** Sandra F. Smith, Sandra Smith, Dr, 2007-06 Recently Acquired Designed for the current NCLEX PN Test Plan this comprehensive PN VN review is easy to read clear and concise Topics include Management Principles Legal Issues Nurs **Office Procedures Manual** Northwestern University (Evanston,

Ill.),1975 **Office Procedures Manual** OCLC.,1985 **Office Procedures Manual** Kansas. Division of Rehabilitation Services,1984 **Office Procedures Manual** Jeannie Homan,1994 *Office Procedures Manual* Virginia. Firearms Transaction Center,1999 **Procedures Manual** Michigan. Executive Office,1969 Office Procedure Manual U. S. Agricultural Marketing Service,2018-03-20 Excerpt from Office Procedure Manual January 1956 This Manual is divided into Sections each of which deals with specific subjects Office and record keeping procedure is prescribed It is designed to assist inspectors and field offices in facilitating office procedure to promote efficiency and to coordinate office practices record keeping and the distribution of certain reports by all offices District Supervisors officers in charge inspectors and clerks should familiarize themselves with details of all sections applicable to their respective responsibilities About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at www.forgottenbooks.com This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

Correspondance and Office Procedures Manual Michigan. Department of Transportation,1992 **Administrative Office Procedures** Charles Mason,Mason Academy,2019-06-14 Administrative office procedures may not be glamorous but they are essential to the success of any enterprise A well run office reduces miscommunications and helps to eliminate common errors By making the administrative office a priority you will establish clear policies and procedures with employee understanding and buy in which ensures that your work environment runs smoothly *Administrative Procedures Manual* Ohio. Attorney General's Office. Administrative Agencies Section,1968

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