

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

## CONTENTS

About the Author .....	xi
Author's Note .....	xiii
About the CD .....	xv
Acknowledgments .....	xviii

<b>Introduction.....</b>	<b>1</b>
0.1.1 Firm Résumé .....	1
0.1.2 Purpose and Use of the Office Manual .....	1
0.1.3 Revisions to the Manual .....	1
0.1.4 Questions Regarding the Office Manual .....	2
<i>APPENDIX 0.1.1 Firm Résumé .....</i>	<i>3</i>

### SECTION ONE

#### Personnel

##### *Part 1*

<b>General Policies .....</b>	<b>7</b>
1.1.1 Equal Opportunity Employer .....	7
1.1.2 Disabilities Policy .....	7
1.1.3 Family and Medical Leave of Absence Policy .....	7
1.1.4 Immigration Law Compliance .....	8
1.1.5 Confidentiality Policy .....	9
1.1.6 Use of Firm Work Product .....	10
1.1.7 Office Privacy .....	11
1.1.8 Internet, Computer, and Telecommunications Protocols .....	11
1.1.9 Policy Against Harassment .....	13
<i>APPENDIX 1.1.5 Confidentiality Agreement .....</i>	<i>15</i>

##### *Part 2*

<b>Employment .....</b>	<b>16</b>
1.2.1 Employee Classifications .....	16
1.2.2 Probation Period .....	16
1.2.3 Personnel Files .....	16
1.2.4 Periodic Evaluations .....	17
1.2.5 Termination .....	18

##### *Part 3*

<b>Personal Conduct .....</b>	<b>20</b>
1.3.1 Office Attire .....	20

# Sample Law Firm Procedures Manual

**K. William Gibson**



## **Sample Law Firm Procedures Manual:**

**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     ABA Journal , 1984-04 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 Effective Yellow Pages Advertising** Kerry Randall, Andru J. Johnson, 2005 Although Yellow Pages advertising should be a major profit building business marketing strategy for many law firms the harsh reality is that 99% of ads simply don t work This book will provide you with the information you need to create effective powerful Yellow Pages ads and drive your client development programs forward You ll find information on identifying and focusing on your target market as well as how to plan and design the perfect ad that not only reaches potential clients but motivates them to call Book jacket     How to Build and Manage a Personal Injury Practice K. William Gibson, 2006 This manual offers guidance on building and managing a personal injury practice It highlights the tactics technology and practical tools necessary for a profitable practice including how to write a sound business plan develop an accurate financial forecast and minimize costs     *A Practical Guide to Preventing Legal Malpractice* Duke Nordlinger Stern, 1983     **Practical Law Office Management** Brent D. Roper, 1994-10 Roper takes a practical approach to law office management Checklists How to features and quotes from practicing paralegals emphasize the self management style of the text Clear explanations and many illustrations further reinforce chapter material Know Your Ethics sections offer hypothetical scenarios that pose ethical dilemmas for students to consider A computer emphasis provides clear coverage of computers and law office management software programs reinforced by hands on

exercise     *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 competing for the same business Van Hoy is convinced that many attorneys are not only alienated but are ripe for unionization He shows that collegiality no longer insulates attorneys from the pressures and dissatisfactions of the outside world a research finding that in itself may seriously challenge prevailing viewpoints and shake confidence in the belief that legal work is not just a profession but also a calling     **Legal Information Buyer's Guide and Reference**

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### **Table of Contents Sample Law Firm Procedures Manual**

1. Understanding the eBook Sample Law Firm Procedures Manual
  - The Rise of Digital Reading Sample Law Firm Procedures Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Law Firm Procedures Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Law Firm Procedures Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Law Firm Procedures Manual
  - Personalized Recommendations
  - Sample Law Firm Procedures Manual User Reviews and Ratings
  - Sample Law Firm Procedures Manual and Bestseller Lists

5. Accessing Sample Law Firm Procedures Manual Free and Paid eBooks
  - Sample Law Firm Procedures Manual Public Domain eBooks
  - Sample Law Firm Procedures Manual eBook Subscription Services
  - Sample Law Firm Procedures Manual Budget-Friendly Options
6. Navigating Sample Law Firm Procedures Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Law Firm Procedures Manual Compatibility with Devices
  - Sample Law Firm Procedures Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Law Firm Procedures Manual
  - Highlighting and Note-Taking Sample Law Firm Procedures Manual
  - Interactive Elements Sample Law Firm Procedures Manual
8. Staying Engaged with Sample Law Firm Procedures Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Law Firm Procedures Manual
9. Balancing eBooks and Physical Books Sample Law Firm Procedures Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Law Firm Procedures Manual
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Law Firm Procedures Manual
  - Setting Reading Goals Sample Law Firm Procedures Manual
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Law Firm Procedures Manual
  - Fact-Checking eBook Content of Sample Law Firm Procedures Manual
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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