

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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**Rachel Tennant, Nicola Garmory, Clare
Winsch**



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The book delves into Office Procedures Guide Sample. Office Procedures Guide Sample is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Office Procedures Guide Sample, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Office Procedures Guide Sample
- Chapter 2: Essential Elements of Office Procedures Guide Sample
- Chapter 3: Office Procedures Guide Sample in Everyday Life
- Chapter 4: Office Procedures Guide Sample in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Office Procedures Guide Sample. The first chapter will explore what Office Procedures Guide Sample is, why Office Procedures Guide Sample is vital, and how to effectively learn about Office Procedures Guide Sample.
3. In chapter 2, this book will delve into the foundational concepts of Office Procedures Guide Sample. The second chapter will elucidate the essential principles that need to be understood to grasp Office Procedures Guide Sample in its entirety.
4. In chapter 3, this book will examine the practical applications of Office Procedures Guide Sample in daily life. The third chapter will showcase real-world examples of how Office Procedures Guide Sample can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Office Procedures Guide Sample in specific contexts. The fourth chapter will explore how Office Procedures Guide Sample is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Office Procedures Guide Sample. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Office Procedures Guide Sample.

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