

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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Office Administration Procedures Manual

G Thomas



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web elements in the second row of the periodic table place their electrons in the $2n$ shell as well as the $1n$ shell for instance lithium li has three electrons two fill the $1s$ orbital and the third is placed in the $2s$ orbital giving an electron configuration of $1s^2 2s^1$

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web predictions from reliable sources have been used for these elements grayed out electron numbers indicate subshells filled to their maximum bracketed noble gas symbols on the left represent inner configurations that are the same in each period written out these are $He\ 2$ helium $1s^2$ $Ne\ 10$ neon $1s^2\ 2s^2\ 2p^6$

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web q1 what is the electron configuration of the element potassium answer the atomic number of potassium is 19 a neutral potassium element has 19 electrons its electron configuration is $1s^2\ 2s^2\ 2p^6\ 3s^2\ 3p^6\ 4s^1$ or simply put $Ar\ 4s^1$ q2 what is the total number of electrons that can be filled in s p and d subshells

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