

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

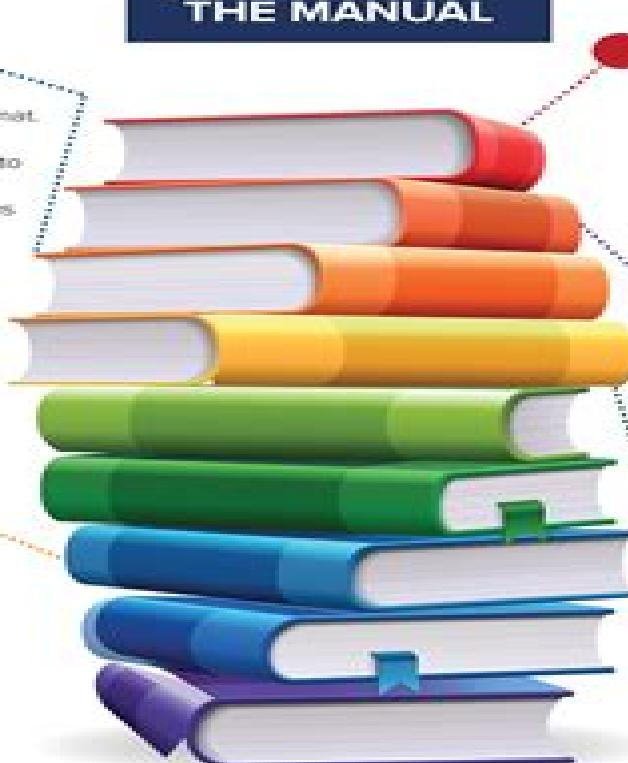
WRITING THE MANUAL

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 Manual Examples

Henry George Keene

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The Green Office Manual Wastebusters Ltd,2013-11-05 This revised second edition highlights the opportunities for achieving cost savings and environmental improvements to enhance competitiveness in organizations of all sizes with specific guidance for small businesses The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers It builds on the advice of the first edition with a wide range of new case studies from different sectors including retailers hotels and hospitality schools and educational institutions airports and prisons and plenty of office based examples A new chapter on environmental reporting considers international developments in environmental management reporting and sustainable business including the Global Reporting Initiative and the European Environmental Reporting Awards with a link to DETR guidance An extended chapter on energy and utilities provides an update on environmental legislation government position and industry trends An office waste chapter looks at examples of successful waste exchanges that save disposal costs to donors and purchase costs to recipients

How to Prepare an

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The Design of User Manuals for Office Systems Jo W. Tombaugh,Richard F. Dillon,1983 *Preparing the Office Manual* M. Graham Kellogg,1959 **90.1 User's Manual** American Society of Heating, Refrigerating and Air-Conditioning Engineers,2004 This User s Manual provides detailed instruction for the design of commercial and high rise residential buildings to ensure their compliance with ANSI ASHRAE IESNA Standard 90 1 2004 In addition this Manual encourages the user to apply the principles of effective energy conserving design when designing buildings and building

systems offers information on the intent and application of Standard 90 1 illuminates the Standard through the use of abundant sample calculations and examples streamlines the process of showing compliance provides Standard forms to demonstrate compliance provides useful reference material to assist designers in efficiently completing a successful and complying design This Manual also instructs the user in the application of several tools used for compliance with Standard 90 1 the EnvStd computer program used in conjunction with the Building Envelope Trade Off compliance method the selection and application of energy simulation programs used in conjunction with the energy cost budget method of compliance This Manual is intended to be useful to numerous types of building professionals including architects and engineers who must apply the Standard to the design of their buildings plan examiners and field inspectors who must enforce the Standard in areas where it is adopted as code general and specialty contractors who must construct buildings in compliance with the standard product manufacturers state and local energy offices policy groups utilities and others

Hill's Manual of Social & Business Forms Thomas Edie Hill,1874

Clinical Trials Tom Brody,2011-11-11 Clinical Trials Study Design Endpoints and Biomarkers Drug Safety and FDA and ICH Guidelines is a practical guidebook for those engaged in clinical trial design This book details the organizations and content of clinical trials including trial design safety endpoints subgroups HRQoL consent forms and package inserts It provides extensive information on both US and international regulatory guidelines and features concrete examples of study design from the medical literature This book is intended to orient those new to clinical trial design and provide them with a better understanding of how to conduct clinical trials It will also act as a guide for the more experienced by detailing endpoint selection and illustrating how to avoid unnecessary pitfalls This book is a straightforward and valuable reference for all those involved in clinical trial design Provides extensive coverage of the study schema and related features of study design Offers a hands on reference that contains an overview of the process but more importantly details a step by step account of clinical trial design Features examples from the medical literature to highlight how investigators choose the most suitable endpoint s for clinical trial and includes graphs from real clinical trials to help explain each concept in study design Integrates clinical trial design pharmacology biochemistry cell biology and legal aspects to provide readers with a comprehensive look at all aspects of clinical trials Includes chapters on core material and important ancillary topics such as package inserts consent forms and safety reporting forms used in the United States England and Europe For complimentary access to our sample chapter chapter 24 please copy and paste this link into your browser <http://tinyurl.com/awwutvn>

Builder's Office Manual Michael C. Thomsett,1987 How to create routine ways of doing all the things that must be done in every construction office in the minimum amount of time at the lowest cost and with the least supervision possible

Thacker's Guide Book to Darjeeling and Its Neighbourhood Edmund Mitchell,1891

The Monthly Army List Great Britain. Army,1893

Model Manual of Policies and Procedures for Attorneys Generals' Offices National Association of Attorneys General. Committee on the Office of Attorney General,1974

Data on ventilation: [no. 3], Data on

recording and handling credits, collections and complaints: [no. 4], Data on advertising department records, by L.W. Ellis
William Henry Leffingwell,1917 The Monthly Army List ,1895 **A Guide to Hindustani Specially Designed for the Use of Officers and Men Serving in India, Including Colloquial Phrases in Persian and Roman Character and a Collection of Arzis, with Transliteration in Roman-Urdu and English Translations** George Spiers Alexander Ranking,1895 **Hill's Manual of Social and Business Forms** ,1875 **Guide to U.S. Government Publications** John L. Andriot,2010 Practical Engineer ,1892 *Construction Office Automation* ,1988 A Handbook for Visitors to Agra and Its Neighbourhood Henry George Keene,1899

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