

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

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Office Procedures Manual Law Firm

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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

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Management Brent D. Roper, 2002 Practical Law Office Management 2nd Edition explores how law office management applies to practicing legal assistants. It identifies the subject matter that today's paralegals need to master in order to be successful. The text is practically focused and includes quotes from actual legal assistants. It also provides real life examples up to date Internet web sites for expanded research, practical exercises, pertinent software and tutorials and current cases on topics related to law office management. Subjects covered in the text include budgets, client communication, staff manuals, marketing, billing, case management and docketing, human resources and file and law library management *Law Firm Liability Insurance Crisis*, 1986 *Law Firm Crisis*

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Law and Legal Information

Directory ,1997 **How to Build and Manage an Employment Law Practice** Mindy Farber,1997 This guide provides practical advice on running an employment law practice It covers situations ranging from the initial client consultation to the pros and cons of solo versus group practice Samples of common letters and agreements used in employment law are included

How to Build and Manage an Estates Practice Daniel B. Evans,1999 This guide is logically organized to lead the attorney through the essential stages of developing a specialty practices such as an Estate Practice It includes everything an attorney needs to know including how to manage workload and staff and much more **Bowker's Law Books and Serials in Print 1988** R. R. Bowker,1988

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