

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

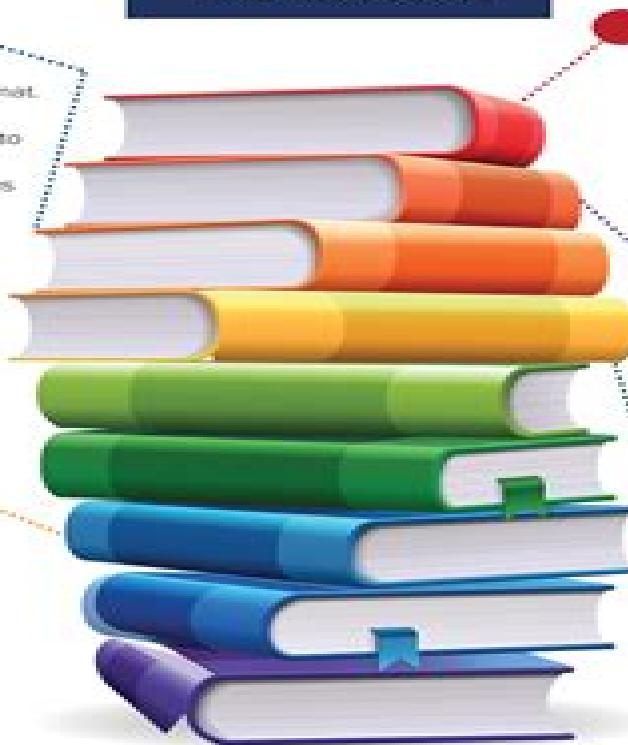
WRITING THE MANUAL

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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**Michigan. Department of
Transportation**

Office Procedures Manual:

Office Procedures Manual Northwestern University (Evanston, Ill.),1975 **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 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 *Church Administration* Robert H. Welch,2005 Church Administration by Robert Welch will assist pastors and church administrators in becoming effective and efficient leaders managers and administrators Solicitors Office Procedures Manual Matthew Moore,2015-10-28 The Solicitors Office Procedures Manual will enable law firms and other organisations regulated by the Solicitors Regulation Authority to meet their compliance needs through one easy to use source Whatever your type or size of practice the mix and match approach adopted by this book will enable users to address any or all of the following The SRA Code of Conduct 2011 and other key elements of the SRA HandbookLexcel version 6The procedural elements of the Law Society s Conveyancing Quality SchemeThe Specialist Quality Mark 2012 edition The Legal Aid Agency s contract Crime Family and Civil Since it was first published in 2012 the Solicitors Office Procedures Manual has helped many hundreds of law firms to develop or update their practice manuals and compliance documentation The second edition addresses the various recent changes which have affected the legal profession and addresses the new version of Lexcel version 6 which has been in force since the 1st May 2015 The Solicitors Office Procedures Manual is written by Vicky Ling and Matthew Moore Vicky is a Lexcel consultant who specialises in the requirements of legal aid funding within law firms and Matthew is a solicitor in private practice who is also a director of Infolegal Ltd a law firm management and compliance consultancy *Dental Office Procedures Manual* Ann Beard Ehrlich,1993 Office Procedures John Harrison,1990 Office Procedures is an introductory study of office practice with topics specially selected for the new entrant to the office It has been prepared with the following criteria in mind competence to assist students in acquiring the competences required by office workers in their jobs as recommended by the Administrative Business and Commercial Training Group of the Training Agency for qualifications in the national vocational qualifications framework performance criteria to equip and prepare students for office practice examinations such as RSA

Stage I Diploma in Office Procedures PEI Elementary GCSE BTEC First and to give both teachers and students a progress check at the end of each unit Section five student's guide to assessment provides advice on writing assignments and provides a selection of common errors to avoid for examinations Thirdly it covers skills and knowledge aiming to present essential points of theory to treat the subject broadly and to introduce manual as well as computerized office systems and develop skills in oral and written communication resource material for a range of student activities in order to develop competences It contains a set of case studies with related assignments and performance criteria for each of the units in Office Procedures

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Agricultural Marketing Service,2018-03-20 Excerpt from Office Procedure Manual January 1956 This Manual is divided into Sections each of which deals with specific subjects Office and record keeping procedure is prescribed It is designed to assist inspectors and field offices in facilitating office procedure to promote efficiency and to coordinate office practices record keeping and the distribution of certain reports by all offices District Supervisors officers in charge inspectors and clerks should familiarize themselves with details of all sections applicable to their respective responsibilities About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at www.forgottenbooks.com This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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