

OFFICE PROCEDURES MANUAL



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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

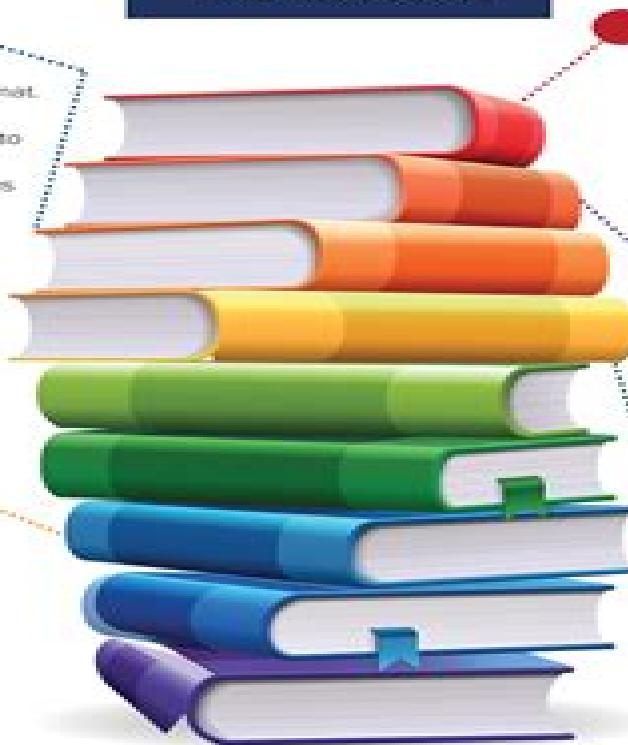
WRITING THE MANUAL

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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Lopiano, Donna,Zotos, Connee

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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.

Simple Maintenance Office Procedures Manual Susan Welt, 1981

Home Interview Survey District Office Procedures Manual Chicago Area Transportation Study, 1957

Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2022-02-15 This applied reference includes management tips, planning tools and policies for athletic administrators. Designed primarily as a reference for intercollegiate athletic program administrators, high school athletic administrators, courses in athletic administrations and libraries.

Navy Management Review United States. Navy Management Office, 1958

Athletic Director's Desk Reference Lopiano, Donna, Zotos, Connee, 2013-11-07. Athletic Director's Desk Reference is the most authoritative and comprehensive resource available for collegiate athletic administrators. This book and web resource guide program administrators in navigating their increasingly complex roles in athletic programs of any size.

Navy Management Review United States. Navy Department, 1958

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index Section 4 Corporate author index Section 5 Contract grant number index NTIS order report number index 1 E Section 6 NTIS order report number index F Z *Sierra County Assessment Practices Survey* California. State Board of Equalization, 1996

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