

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

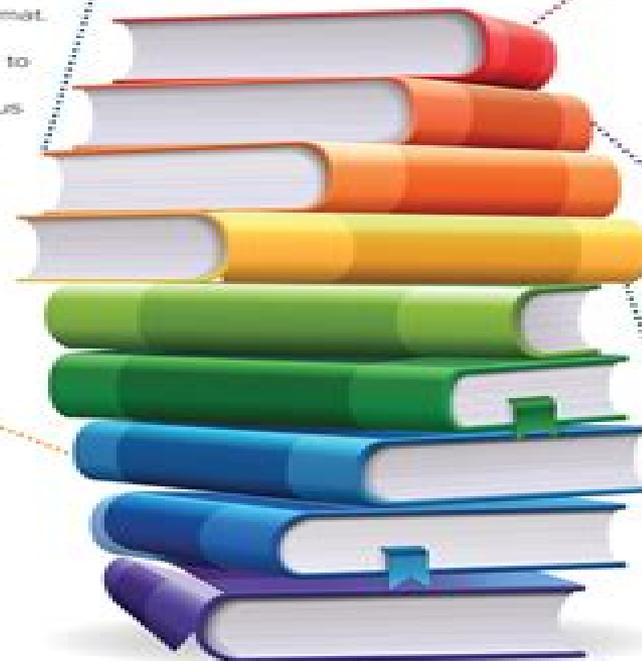
WRITING THE MANUAL

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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Law Office Procedure Manual Examples

R Pring



Law Office Procedure Manual Examples:

This book delves into Law Office Procedure Manual Examples. Law Office Procedure Manual Examples is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Law Office Procedure Manual Examples, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Law Office Procedure Manual Examples
 - Chapter 2: Essential Elements of Law Office Procedure Manual Examples
 - Chapter 3: Law Office Procedure Manual Examples in Everyday Life
 - Chapter 4: Law Office Procedure Manual Examples in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Law Office Procedure Manual Examples. This chapter will explore what Law Office Procedure Manual Examples is, why Law Office Procedure Manual Examples is vital, and how to effectively learn about Law Office Procedure Manual Examples.
 3. In chapter 2, this book will delve into the foundational concepts of Law Office Procedure Manual Examples. The second chapter will elucidate the essential principles that must be understood to grasp Law Office Procedure Manual Examples in its entirety.
 4. In chapter 3, this book will examine the practical applications of Law Office Procedure Manual Examples in daily life. The third chapter will showcase real-world examples of how Law Office Procedure Manual Examples can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Law Office Procedure Manual Examples in specific contexts. The fourth chapter will explore how Law Office Procedure Manual Examples is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Law Office Procedure Manual Examples. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Law Office Procedure Manual Examples.

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