

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

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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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Manual Of Office Procedure

AW Rasmussen



Manual Of Office Procedure:

Whispering the Secrets of Language: An Psychological Quest through **Manual Of Office Procedure**

In a digitally-driven earth where displays reign supreme and quick conversation drowns out the subtleties of language, the profound strategies and psychological nuances concealed within words usually get unheard. However, set within the pages of **Manual Of Office Procedure** a captivating fictional treasure blinking with raw thoughts, lies an extraordinary quest waiting to be undertaken. Composed by a talented wordsmith, this marvelous opus invites viewers on an introspective journey, softly unraveling the veiled truths and profound impact resonating within the very material of each word. Within the psychological depths of this emotional review, we will embark upon a genuine exploration of the book's key styles, dissect their captivating publishing type, and yield to the powerful resonance it evokes deep within the recesses of readers' hearts.

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Manual Of Office Procedure Introduction

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