

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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Diane M. Klieger

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Modern typewriting and manual of office procedure. [With]

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Computers in Accountants' Offices Gordon E. Louvau,Marjorie E. Jackson,1982 *Interior Design Handbook of Professional Practice* Cindy Coleman,Interior Design Magazine,2001-10-11 Everything you need to know about the practice and business of interior design from McGraw Hill and Interior Design magazine Let today s most admired design professionals share with you their priceless insights step by step guidelines and real life examples drawn from their own highly successful practices Interior Design Handbook of Professional Practice packs fresh new ways of thinking and profitable ways of working quality information you expect when experts join forces Comprehensive hands on details show you how to problem solve the design needs of clients streamline every stage of your practice from finding and winning clients to project build out and master the

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web what does a nightingale look like the adult bird has predominantly light brown upper parts often referred to as being a warm brown colouration morphing into a rust or rufous brown tail and rump the underside is a pale grey to white with a light buff breast and flanks and a grey side to the

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web found in varied wooded and scrubby habitats typically with shady understory winters in similarly varied tangled habitats typically rather shy and elusive a plain brown bird with a pale eyering and rusty brown tail best known for its rich powerful song which can keep people awake when given at night

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