



Law Firm Policies and Procedures

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Sample Law Firm Procedures Manual

Suzette S. Schultz, Jon S. Schultz

Sample Law Firm Procedures Manual:

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.

Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou, 2005 This step by step guide is the key to developing a tailor made office procedures

manual containing everything from client data sheets and docket control systems to employee benefits and file management policies. In addition the entire text is included on CD ROM fr easy customization.

The Complete Guide to Designing Your Law Office Suzette S. Schultz, Jon S. Schultz, 2005 This comprehensive new resource provides all the information needed to

plan or remodel a law firm s office space. Helpful checklists schedules forms and letters are included on the accompanying

CD ROM.

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.

ABA Journal, 1984-04 The ABA Journal serves the legal profession. Qualified

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The Lawyer's Guide to Effective Yellow Pages Advertising Kerry Randall, Andru J. Johnson, 2005 Although Yellow Pages advertising should be a major profit building business marketing strategy for many law firms the harsh reality is that 99% of ads simply don t work. This book will provide you with the information you need to create effective powerful Yellow Pages ads and drive your client development programs forward. You ll find information on identifying and focusing on your target market as well as how to plan and design the perfect ad that not only reaches potential clients but motivates them to call.

Book jacket A Practical Guide to Preventing Legal Malpractice Duke Nordlinger Stern, 1983

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Office Management Brent D. Roper, 1994-10 Roper takes a practical approach to law office management. Checklists How to features and quotes from practicing paralegals emphasize the self management style of the text. Clear explanations and many illustrations further reinforce chapter material. Know Your Ethics sections offer hypothetical scenarios that pose ethical dilemmas for students to consider. A computer emphasis provides clear coverage of computers and law office management software programs reinforced by hands on exercise.

How to Build and Manage a Personal Injury Practice K. William Gibson, 2006 This manual offers guidance on building and managing a personal injury practice. It highlights the tactics

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Law Office Procedures Judy A. Long, 1997 A practical comprehensive text that prepares the legal assistant and legal secretarial student for the law office Includes a general overview of various areas of substantive law focusing on documents and forms that students will commonly prepare Explanations are appropriate for students of all levels Numerous sample documents and forms are provided along with practical exercises Projects at the end of each chapter give students practical experience with tasks they will perform on the job such as proofreading document and form preparation and advanced drafting and research assignments Documents for selected Projects are provided on disk in WordPerfect for easy access and editing Students can also build a Notebook portfolio of documents they ve prepared to use in job interviews and as an on the job reference A simulated law office is presented in the introduction in which the student will be employed throughout the text ALSO AVAILABLE INSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDER Data Disk ISBN 0 314 21867 X Instructors Manual w Test Bank Transparency ISBN 0 314 20680 9 **The Complete Internet Handbook for Lawyers** Jerry Lawson, 1999 With its potential to improve communications learn to use the Internet to streamline communications and lower overhead costs for your law practice Dozens of tips and hints make the most out of the Web and its capabilities to help

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