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Law Firm Policies and Procedures

Prepared by: Jessica Jones

Harvey, LA 504

222 555 7777

inquire@law.mail

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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 polices 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

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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

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Practical Law 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

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technology and practical tools necessary for a profitable practice including how to write a sound business plan develop an accurate financial forecast and minimize costs *Legal Information Buyer's Guide and Reference Manual* Kendall F. Svengalis, Rhode Island Law Press, 2008

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