

Law Office Procedures Manual for Solos and Small Firms, Third Edition

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Sample Office Manual For Law Firm

Carolyn Thornlow

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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.

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, 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 for easy customization.

The Legal Career Guide Gary A. Munneke, 2002 Introducing the latest edition of this step by step guide for planning and executing a job search. This book is filled with practical advice that will help anyone find their personal niche in the legal profession.

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.

Law Office Staff Manual for Solos and Small Law Firms Demetrios Dimitriou, 1995

Law Office Economics & Management Manual Paul S. Hoffman, 1986 *The Lawyer's Guide to Microsoft Word 2007* Ben M. Schorr, 2009 Microsoft Word is one of the most used applications in the Microsoft Office suite. This handy reference includes clear explanations, legal specific descriptions and time saving tips for getting the most out of Microsoft Word and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their practice this book explains the key components to help make lawyers more effective, more efficient and more successful.

The ABA Guide to Professional Managers in the Law Office Carolyn Thornlow, 1996 Hiring professional managers to handle the administration of a law firm frees attorneys up to practice law. This is a toolkit for interviewing, hiring and training professional managers in administration, finance, information management, human resources, marketing and more.

The Lawyer's Handbook American Bar Association. Standing Committee on Economics of Law Practice, 1962

Bowker's Law Books and Serials in Print, 1995

The 2010 Solo and Small Firm Legal Technology Guide Sharon D. Nelson, John W. Simek, Michael C. Maschke, 2011-07-16

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Legal Information Buyer's Guide and Reference Manual Kendall F. Svengalis,Rhode Island LawPress,2008

Law Office Management for Paralegals Jonathan S. Lynton,Donna Masinter,Terri Mick Lyndall,1992

Managing a Law Practice Richard C. Reed,1988 This book is a collection of 17 articles dealing with law firm management compensation and planning dealt with from the human perspective

A Lawyer's Guide to Prepaid Legal Services Alec M. Schwartz,American Bar Association. Section of Economics of Law Practice,1988 This handbook examines such topics as what prepaid legal service plans can do the costs and regulation of such plans contractual arrangements lawyer involvement and economic impact of plan implementaion on the law firm

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