

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

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Sample Law Firm Procedure Manual

Kendall F. Svengalis

Sample Law Firm Procedure 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.

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.

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.

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 **Legal Information Buyer's Guide and Reference Manual 2006** Kendall F. Svengalis, 2006

The Essential Formbook Gary A. Munneke, Anthony E. Davis, 2000 This volume aims to help you to establish profitable affirmative client relationships so you can avoid unnecessary risks associated with malpractice and disciplinary complaints. It provides information about law firm management structure models use of ethics and general counsel. Included is the Model Partnership Agreement Form and coverage of liability insurance no goodwill severance and vacations as well as potential problems including withdrawal disability death and payment obligations. Section Two Client Intake and Fee Agreements walks you through the intake process including how to effectively gather information on new clients manage the client selection process make judgments and use engagement and nonengagement letters.

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