

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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Consultants Visiting A Company Procedures Manual Template

Harold B. Miller



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Opportunity in Business ,1991 **Long-term Care Handbook** Teresa Ganser,1999 This book provides information explanation and resources on medical and health topics for health managers Management of an Accounting Practice Handbook: Administration ,1975 **A Guide to Consulting Services for Emerging Healthcare Organizations** Robert James Cimasi,1999-06-16 Is your consulting practice ready to serve the needs of the new healthcare organizations As Emerging Healthcare Organizations EHOs rapidly replace traditional ways of delivering healthcare accountants and other consultants to healthcare providers will face greater demands and potentially reap greater rewards than ever before In A Guide to Consulting Services for Emerging Healthcare Organizations healthcare consulting expert Robert James Cimasi offers a comprehensive and authoritative guide to the full spectrum of these EHOs and the opportunities they offer consultants and their clients who need to understand them and their unique requirements **101 Checklists for Successful Global Treasury Management** Business International Corporation,1988 **Systems and Procedures Journal** ,1965 **InfoWorld** ,1999-10-18 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Service Bulletin of the FREC* Federal Radio Education Committee,1939

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