

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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Accounting Practice Office Procedures Manual

Michael Hoelscher



Accounting Practice Office Procedures Manual:

Independent Offices Appropriations for 1966 United States. Congress. House. Committee on Appropriations,1965

Weaknesses in the Department of Energy Financial Controls United States. Congress. House. Committee on Government Operations. Environment, Energy, and Natural Resources Subcommittee,1982 **Independent Offices**

Appropriations United States. Congress. House. Committee on Appropriations. Subcommittee on Independent Offices and Department of Housing and Urban Development,1966 **Single Family Remittance [sic] Processing Procedures**

United States. Department of Housing and Urban Development. Office of Single Family Housing,1992 **Energy and**

Water Development Appropriations for 1995: Department of Energy fiscal year 1995 budget justifications United States. Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development,1994 The

Accountant ,1928 Independent Offices Appropriations for 1966 United States. Congress. House. Appropriations,1965

Practice Management for Dental Hygienists Esther K. Andrews,2007 This textbook prepares dental hygiene students and dental hygienists to handle the business and operational aspects of the dental office The book teaches students how a dental office functions from an operational standpoint and how dental hygienists as licensed professionals fit into that operation Major sections cover basics of dentistry and dental law office management applied communications and employability skills To accommodate a two credit course the text is concise and focuses on exercise based learning Each chapter includes workbook exercises study questions critical thinking activities case studies and RDH board practice questions as well as selected references Websites and student activities **Flying Solo** K. William Gibson,2005 The

contributors share time tested advice on approaches methods systems and perspectives that have resulted in thriving solo and small firm law practices in the real world This book contains proven solutions for problems and issues that sooner or later every practitioner will have to face *Inactive Or Discontinued Items from the 1950 Revision of the Classified List*

,1997 Journal of Accountancy ,1925

The 1984 Guide to the Evaluation of Educational Experiences in the

Armed Services American Council on Education,1984 *The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services: Army* American Council on Education,1980 Law and Practice for Architects Robert

Greenstreet,Karen Greenstreet,Brian Schermer,2012-06-25 Provides a framework for understanding of the legal contractual and procedural implication of architectural practice The book acts as a useful aide memoire for students and practitioners based on the premise that smooth legal administration will provide the conditions under which client relations can be constructive and good design can be achieved Improvement of Financial Management in the United States Government

United States. Joint Financial Management Improvement Program,1965

Annual Report - Joint Financial

Management Improvement Program United States. Joint Financial Management Improvement Program,1960 **Annual**

Report United States. Joint Financial Management Improvement Program,1965 Medical Assistant Exam Success Kris

Hardy,2010-09-06 Build confidence improve understanding and prepare for professional growth and success Each question includes the answer and a concise explanation for all correct responses **Independent Offices Appropriations for 1964**
United States. Congress. House. Appropriations,1963 **Energy and Water Development Appropriations for 1987:**
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