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The following sample law firm policies and considerations are designed to help you adopt new risk management policies and provide guidance to enhancing your current policies. Before proceeding, please note that these resources are meant to provide information and suggestions of interest to the legal profession.

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Sample Law Firm Policies - McGowanPro

3.4 Register of Procedures, Policies, Plans and other Key Documents A Register of Procedures, Policies, Plans and other Key Documents is set out below along with the individuals responsible for them.

Office Procedures Manual - Hathaways
Here ' s a new office proverb for you: A procedure manual no one can understand will do no one any good. Include headings and bullet points. In addition to writing the procedures in clear language, call out important topics and takeaways using bold headings, bullet points, tables, and other visual elements that break up blocks of text.

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In “ Why Lawyers Really Struggle with Work-Life Balance, ” I gave six steps to building a practice that runs smoothly and allows you to have a life. We ’ ve covered the first two steps, improving management skills and technology systems. In this post, we ’ ll discuss the third step: building better systems and procedures. Merriam-Webster defines “ procedure ” as “ a usually fixed or ...

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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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This work contains all policies & procedures needed for the general administration of a law firm. It aids in training new employees, avoiding misunderstandings, & preventing malpractice. It is also available with 5 1/4 inch & 3 1/2 inch diskettes for the IBM or compatible personal computers using ASCII & WordPerfect programs.

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application.

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The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

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.

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- Marketing and business development
- Administration
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The manual provides the latest guidelines from every agency with trust oversight, including the OCC's Comptroller's Handbook for Fiduciary Activities, the Banking Circular, the Comptroller's

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Handbook for Compliance, the Code of Federal Regulation, the Trust Banking Circular, and other key publications.

Written in straight-forward language, the expert authors show how to apply the regulations to the day-to-day activities of the trust department staff. And the convenient and comprehensive set of trust policies and procedures can be easily customized and adapted to the institution's specific needs. When every employee in the trust area understands department policies and follows department procedures, the safety of customer trust accounts and the future growth of the bank can be ensured.

This popular book, the only legal office procedure book to receive a 5-star rating on Amazon.com, introduces readers to the career of a legal office assistant. It presents basic legal concepts and the various fields

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of the law and outlines the preparation of documents commonly used in these fields. It provides the information needed to select documents appropriate for a particular situation, identify the information necessary to complete the documents, and prepare the documents correctly. Comprehensive coverage begins with an overview of the law office; then describes office duties; computers and office systems; legal correspondence; the history of law; the court structure; litigation procedures, including the preparation of legal documents, preparations for trial, and litigation and discovery procedures; family law; wills, trust, and probate; business organizations; real estate; criminal law; legal research; and careers in the law. For legal secretaries, legal assistants, paralegals, and law office managers and staff.

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Let's be honest, traditional small firm law practice is not working very well. Too many small firm lawyers struggle to make ends meet, get clients, meet clients' expectations, or they wrestle with mental health issues or substance abuse. Meanwhile, there is a huge gap between those who need legal help and those who can get it. But it doesn't have to be that way. We can build better firms, be more effective with our clients, enjoy better

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Includes exercises, suggested answers, checklists, sample policies and procedures.

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