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A law firm operations and procedures manual is a document that contains your law firm's processes and business policies. It's critical for law office management, thoroughly outlining client acquisition, day-to-day workflows, financial systems, and more. Getting those systems out of your head is going to save you a world of time and money.

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Sources of Office Procedure •Manual of Office Procedure -13th and 14th editions published by DARPG •Notes on Office Procedure published by ISTM •Instructions issued by DoPT from time to time (handling of correspondence from MPs) •Instructions issued within the Department .

OFFICE PROCEDURE - MCRHRD

This handbook is a guide for creating your firm's office procedures manual. All law firms, no matter their size, have certain procedures that enable employees to accomplish their work. While there are no universal procedures, some elements are common to every office.

CREATING AN OFFICE PROCEDURES MANUAL - OSB PIF

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