



LAW OFFICE MANUAL

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July 25, 2019
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Law Office Manual Sample

Carolyn Thornlow



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Books and Serials in Print, 1995 **A Lawyer's Guide to Prepaid Legal Services** Alec M. Schwartz, American Bar Association. Section of Economics of Law Practice, 1988 This handbook examines such topics as what prepaid legal service plans can do the costs and regulation of such plans contractual arrangements lawyer involvement and economic impact of plan implementation on the law firm *The ABA Guide to Professional Managers in the Law Office* Carolyn Thornlow, 1996 Hiring professional managers to handle the administration of a law firm frees attorneys up to practice law This is a toolkit for interviewing hiring and training professional managers in administration finance information management human resources marketing and more **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 *Managing a Law Practice* Richard C. Reed, 1988 This book is a collection of 17 articles dealing with law firm management compensation and planning dealt with from the human perspective

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