

# 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

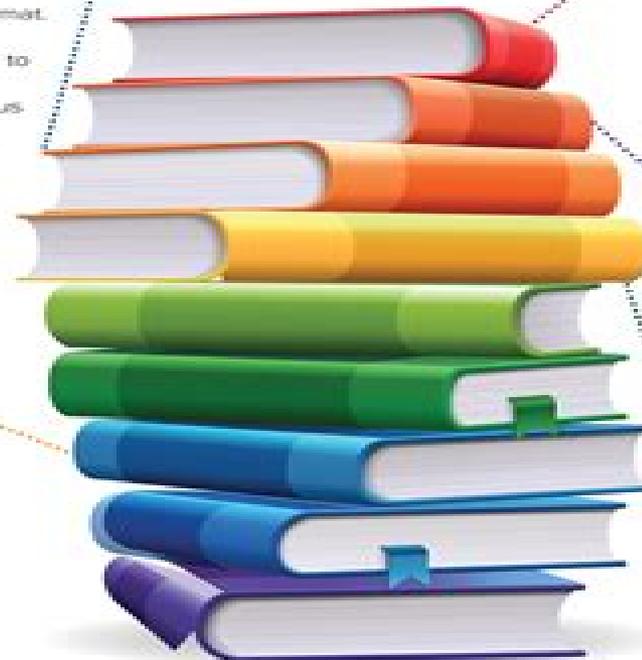
#### WRITING THE MANUAL

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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# Sample Office Procedures Manual

**Anthony S. Fauci**



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web nov 22 2022 a cron job is the task itself which is used to schedule tasks at periodic fixed times dates or intervals typically these involve repetitive tasks that are automated to save time in wordpress this is handled by wp cron which is used to simulate a system cron

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web simply type crontab filename eg crontab textfile txt alternatively you can also start it from within php just put your cron job into a file and start it via exec like so file put contents textfile txt 15 usr local bin php q path to my file php exec

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web i am attempting to run a php file in my theme every five minutes using a cron job i don t want to use the default wordpress cron job system so far i have connected to the sever through ssh then entered the crontab using crontab e then

entered the following code then saved exit 5 php var html wp content themes my theme

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web jul 24 2023 click on the function php file from the theme files option on the right side of the page add the following lines of code right after php into your theme s function php file add action cloudways new cron cw function function cw function wp mail email protected cloudways cron cloudways a managed cloud hosting

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