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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.

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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