South Carolina Bar

Office Systems Checklist

- Office Policies & Procedures Manual (the Bar has samples and books in the Lending Library to assist you in drafting)

- Administrative Policies & Procedures

- Job Descriptions

- Salaries & Benefits

- Post all notices to employees required by Federal or State law.

- Confidentiality Policy

- Hiring Policies (recruiting, interviewing, negotiating, etc.)

- Orientation & Training Policies

- Payroll Policies & System

- Mail, fax and delivery handling system

- Phone message system

- Complete Computer Backup System

- Matter Handling Policies & Procedures

- Client Intake Form

- Conflict of Interest System (incorporate data from previous practice or employment)

- File Opening System (Forms)

- Filing System

- Client Index/Database System

- Calendaring System & a backup (i.e.: software plus a paper calendar)

- Statute of Limitations System

Office Systems Checklist

- Accounting, Timekeeping & Billing System

- Trust Accounting Procedures

- Client Relations Policies & Procedures

- Policies for Communicating Fees and Deadlines

- Engagement, non-engagement and disengagement letters

- Policy for copies to client and release of file at end of matter

- Phone call return policy

- Substantive Legal Systems

- Checklists for all substantive law areas

- Fee schedule for all substantive law areas