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Law Office Procedures Manual for Solos and Small Firms

Demetrios Dimitriou

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Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou
A guide to setting policies and establishing procedures that should keep a law office operating efficiently. This second edition features new chapters on topics such as the family and medical leave act, Internet use, and more. The diskette contains the text in WordPerfect 6.x and ASCII formats.

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