

## Law Office Manual Assignment

Students spend the entire semester submitted Weekly Projects (list provided below) of template agreements/letters, procedures, policies, and more to culminate with their submission of a Law Office Manual comprised of these Weekly Projects. As students submit their Weekly Projects, I provide feedback and a chance for them to review/correct their work. The Manual is not graded until final submission at the end of the course. This provides students to opportunity to provide the best possible version of their work.

Students have used this Manual on job interviews and in their current paralegal positions. Students have shown some of these Weekly Projects to their supervising attorneys and they've decided to implement aspects into their law firms! The Manual is especially helpful for students with no prior paralegal/law office experience – they can use this during a job interview to showcase what they can do.

### Instruction

Prior to beginning any Weekly Projects, students are asked to create a fake law firm to base their Manual on. At a minimum, the fake law firm information should include: a letterhead to be used on all Weekly Projects created, what type of law being practiced (to setup forms like New Client Intake accordingly), and what type of setup for the firm (remote, tech-oriented, all paper, etc., to create forms like Opening/Closing File Procedures accordingly).

In Florida, our Florida Bar offers a free resource called LegalFuel which provides a document library for attorneys/law firms to pull Florida Bar-created template documents from. Students are asked to utilize this resource as their 'first choice' when creating their Weekly Projects. If unavailable, they are directed to use Google as their second choice or whatever resources are provided throughout the course.

### Projects Included Within Manual

- Employee Candidate Interview Form
- Law Office Manager Job Description
- Paralegal Job Description
- New Client Intake Form
- Representation Agreement
- Social Media Policy
- Contingency Fee Agreement (including Statement of Client Rights)
- Chart of Accounts
- Profit and Loss Statement
- Calendaring Procedure
- Pleadings Index and Deadline Chart
- Case Management Software Comparison
- Opening and Closing File Procedures
- Record Retention Policy
- Document Naming Procedure

- Annual Firm Budget (*In Class Project*)
- Time Logs (*Optional*)

#### Guidelines for Grading

**Communication and Writing.** Basic grammatical, spelling, punctuation, sentence structure, and concepts of the English language adhered to throughout the Manual. Must include all listed Projects. Inclusion of printed Time Logs is optional.

**Organizational Skills and Format.** Overall appearance of submission. The Manual should be typewritten. Should be organized in logical format. Must include cover page, table of contents and corresponding bookmarks or a linked table of contents (if in PDF format) or a linked table of contents (if in Word format).