

Office Management **SAMPLE FORMS**

By:
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The Loss Prevention Program is available to assist Louisiana State Bar Association members in the prevention of legal malpractice and the improvement of office practices and procedures.

Most services are free to members of the Louisiana State Bar Association. Other services are free to those insured through the LSBA-sponsored malpractice program. Among the services provided are:

- Workshops for attorneys on preventing malpractice and office management (CLE credit)
- Workshops for non-attorney staff members
- Louisiana Loss Prevention Newsletter
- Sample Forms and Sample Forms Diskettes
- Louisiana Prescription Quick Reference Card
- Lawyers Helping Lawyers article in each issue of the LSBA Journal
- CLE ethics and professionalism presentations for organizations, universities and local bar associations
- Law School skills course instruction

Whether you are a solo practitioner or work with a small firm, a large firm or a corporation, please do not hesitate to ask for assistance. You can contact the Office of Loss Prevention at (985) 898-1785 or 1-800-Gilsbar, Ext. 785, fax: (985) 898-1636, e-mail: lossprevention@gilsbar.com, or by writing to: Professional Liability Loss Prevention Counsel, Judy Cannella Schott, Esq., Cynthia O. Butera, Esq., Johanna G. Averill, Esq., or Lindsey M. Ladouceur, Esq., Gilsbar, Inc., P.O. Box 998, Covington, Louisiana 70434. We look forward to assisting you with your practice!

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FORMS TO ASSIST THE LOUISIANA LAWYER IN EFFECTIVELY HANDLING CASES AND CLIENTS

Office Management Forms

File Label
File List (Client List)
Document Removal Receipt / File Removal Receipt
Master Docket Control Record
New Client/Matter Request Form
New File Folder/Change File Folder Request Form

FILE LABEL

File Description

A three-tiered file label simplifies the filing process. Every file folder is given a unique label. “Client Name” and “File Subject” are identical for every file folder in a specific legal matter. Conversely, “File Contents” are different for every file folder in a specific legal matter.

Billing Number

Billing time is made easier when the billing # always appears in the same place, though it need not be on the label. Most billing systems allow billing numbers to be grouped by client name. A client will have a master client # with the ability to differentiate between different legal matters, such as 1776-1 (John Smith’s divorce); 1776-2 (John Smith’s real estate purchase). At the option of the client, multiple legal matters may be combined and billed under one legal matter number.

File Folder Number

Although many firms continue to maintain both billing #'s and file folder #'s, a file folder # is not essential. In fact, filing is more efficient when folders are in alphabetical order rather than by number; law firm staff members more readily recognize clients by their names than their numbers. It may be best to number file folders by file subject: 1 of 5, 2 of 5, 3 of 5, etc.

File Folder Label:

Client Name	File folder
File Subject	
File Contents	Billing #

Sample File Label:

Smith, John	1 of 2
Divorce	
Pleadings	1776-1

Smith, John	2 of 2
Divorce	
Corres.	1776-1

January 1, 1996

FILE LIST

<u>CLIENT NAME</u>	<u>BILL NO.</u>	<u>FILE NO.</u>	<u>ATTY/LOC</u>	<u>FILE SUBJECT</u>	<u>FILE CONTENTS</u>
ABC Corporation	2299.0	2299	GRS	RR XYZ v. ABC (CDC #55555)	Retainer Agreement
ABC Corporation	2299.0	2299	a GRS	RR XYZ v. ABC (CDC #55555)	Attorney's Notes/Legal Research
ABC Corporation	2299.0	2299	b01 GRS	RR XYZ v. ABC (CDC #55555)	Pleadings I
ABC Corporation	2299.0	2299	b02 GRS	RR XYZ v. ABC (CDC #55555)	Pleadings II
ABC Corporation	2299.0	2299	c01 GRS	RR XYZ v. ABC (CDC #55555)	Correspondence I
ABC Corporation	2299.0	2299	d01 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Photographs
ABC Corporation	2299.0	2299	d02 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Med. Rcrds. (Dr. Brown)
ABC Corporation	2299.0	2299	d03 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Med. Rcrds. (Dr. Sanders)
ABC Corporation	2299.0	2299	d04 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: to XYZ Amend. Prod. Resp. (07/94)
ABC Corporation	2299.0	2299	d05 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Med. Rcrds. (General Hospital)
ABC Corporation	2299.0	2299	d06 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Med. Rcrds. (Dr. Dixon)
ABC Corporation	2299.0	2299	d07 GRS	RR XYZ v. ABC (CDC #55555)	Exbt: Records from Smith Company
ABC Corporation	2299.0	2299	e01 GRS	RR XYZ v. ABC (CDC #55555)	Depos: XYZ Corporation
ABC Corporation	2299.0	2299	e02 GRS	RR XYZ v. ABC (CDC #55555)	Depos: ABC Corporation
ABC Corporation	2299.0	2299.01	STC	RR General Business	Complete File
Johnson, Sam & Lisa	2485.0	2485	GRS	RR Personal Injury Claims	Fee Agreement
Johnson, Sam & Lisa	2485.0	2485	a GRS	RR Personal Injury Claims	Attorney Notes/Legal Research
Johnson, Sam & Lisa	2485.0	2485	b GRS	RR Personal Injury Claims	Pleadings
Johnson, Sam & Lisa	2485.0	2485	c GRS	RR Personal Injury Claims	Correspondence
Johnson, Sam & Lisa	2485.0	2485	d01 GRS	RR Personal Injury Claims	Exbt: Medical Records
Johnson, Sam & Lisa	2485.0	2485	d02 GRS	RR Personal Injury Claims	Exbt: Photographs
Johnson, Sam & Lisa	2485.0	2485	d03 GRS	RR Personal Injury Claims	Exbt: Client Questionnaire
Johnson, Sam & Lisa	2485.0	2485	e GRS	RR Personal Injury Claims	Witness Interrogatories
Office Management	2500.0	2500	CRS	RR Partnership Agreement	Complete File
Office Management	2500.1	2500.01	STC	RR Potential Clients--Attorney Bell	1995 - Forward
Office Management	2500.2	2500.02	GRS	RR Potential Clients--Attorney Mouton	1995 - Forward
Office Management	2500.3	2500.03	GRS	RR Fee Agreements	1995 - Forward
Office Management	2500.4	2500.04	GRS	TS Professional Liability Insurance	1995 Application

This is a file list describing every file folder in the entire office. It can serve not only as a Master File Index, but also as a Master Client Index. This file list can be created on any database software and tailored to your law firm. An excellent software is Microsoft Access.

Additionally columns of information can include Active, Inactive, Transferred, Termination Date, Area of Law, Opposing Party. The exact location of a transferred file can also be included.

As with any database, these files can be printed out (sorted) in alphabetical order, in numerical order by file number, by attorney, by location, etc.

DOCUMENT REMOVAL RECEIPT

[Place one copy of this in file folder]

File Folder Label:

Client Name:_____
File Subject:_____
File Contents:_____
File Number:_____

Description of Document removed: _____

Is Document an original? ____ Yes ____ No

Date Removed: _____

Person Removing: _____

Removed to: _____

Comments: _____

FILE REMOVAL RECEIPT

[Place one copy of this in file folder]

File Folder Label:

Client Name:_____
File Subject:_____
File Contents:_____
File Number:_____

Date Removed: _____

Person Removing: _____

Removed to: _____

Comments: _____

NEW CLIENT/MATTER REQUEST FORM

DATE: _____ Prepared by _____
Return File to _____

BILLING INFORMATION

CLIENT NUMBER: _____ (If existing client, put number)
MATTER NUMBER: _____ (If a specific matter number is not requested, the next number will be used).
CLIENT NAME: _____

ADDRESS: _____
PHONE: Work: (____) _____
FAX: (____) _____ Home: (____) _____

MATTER DESCRIPTION: _____
(i.e., description for bill)

ORIGINATING ATTY: _____ BILLING ATTY: _____

- PRACTICE CLASS: (circle one)
- 01 Real Estate
 - 02 Title Insurance
 - 03 Domestic Relations
 - 04 General Litigation – (non-contingent)
 - 05 Contingent Litigation – (personal injury)
 - 06 Securities Litigation – (non-contingent)
 - 07 Wills and Estate Planning
 - 08 Successions
 - 09 General Business
 - 10 Miscellaneous
 - 11 Office Management
 - 12 N/B – Family, Staff, Pro-bono
 - 13 Collections
 - 14 Contingent Litigation – (business & other)
 - 15 Condominiums – Hourly
 - 16 Bankruptcy

- BILLING AGREEMENT: (circle one)
- S = Standard Hourly Rates
 - A = Agreed upon Rates _____
 - F = Flat Fee \$ _____
 - Expenses Included? Y N (circle one)
 - C = Contingency: _____%
 - N = No Charge/Pro-bono

REMARKS _____

FILING INFORMATION

FILE NUMBER: _____ (Unless a specific number is requested, the next number will be used.)
FILE LABEL: CLIENT NAME: _____
FILE SUBJECT: _____
FILE CONTENTS: _____

ATTY. RESP.: _____ FILE LOCATION: _____ FILE STATUS: _____

CROSS INDEX(es): _____

FILE FOLDER OPTIONS (please check one)

- _____ Regular Fastener Folder
- _____ 6-part Red Fastener Folder
- _____ Accordion Folder
- _____ Green Fastener Folder (1" expanding)
- _____ Top Bound Folder
- _____ Legal Regular Folder (non-fastener)
- _____ 4-part Green Fastener Folder
- _____ Labels Only (how many? ____)

NEW FILE FOLDER/CHANGE FILE FOLDER REQUEST FORM

ROUTE TO: _____ Computer Input Operator

Prepared By: _____

DATE: _____

Return File To: _____

CHECK ONE:

Add New File Folder

Change File Number _____, as follows:

File Number: _____

Client Name: _____

File Subject: _____

File Contents: _____

Atty. Resp.: _____

File Location: _____

File Status: (circle one) Active Inactive Transfer

Billing Number: _____

Cross Index(es): _____

FILE FOLDER OPTIONS

PLEASE CHECK ONE:

- _____ Regular Fastener Folder
- _____ Accordion Folder
- _____ Top Bound Folder
- _____ 4-part Green Fastener Folder
- _____ 6-part Red Fastener Folder
- _____ Green Fastener Folder (1" expanding)
- _____ Legal Regular Folder (non-fastener)
- _____ Label(s) Only (how many? _____)