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[File Organization and Maintenance - Alabama State Bar](#)

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... to place within the **file**. • Enter all new **client/matter** ... indicator that the **file** is a closed **file**. **File Organization** and ... regardless of which **attorney** is ...

[How to Organize Paperless Client Files - Lawyerist](#)

lawyerist.com/organize-paperless-client-files

Oct 20, 2010 · **Organize** paperless **client files** exactly how you **organize** paper **files** now. ... I have draft **forms** for a **client** contract, ... (000 **Client Templates** ...

[Law Office Organization Tips | eHow - eHow | How to ...](#)

www.ehow.com > ... > Business Management > Other Business Management

File organization is the key to **organizing** a law office. This process is important for **organizing** case **files** and for **organizing** accounting records.

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[The Trial Notebook - The Attorney Case File](#)

www.theattorneycasefile.com/Documents/TrialNotebook.pdf · PDF file

... an excerpt from "The **Attorney Case File**" ... Work from **forms, templates**, ... presenting **attorney(s)**, and the **client**.

[Law Office Management: Articles - Client Intake Form](#)

www.msba.org/departments/loma/articles/characteristics/intake.asp

Client Intake Form: ... If the **Attorney** is willing to represent you and you decide not to sign an Agreement of Representation today, ...

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apps.americanbar.org/abastore/index.cfm?section=main&fm=Product...

Client Intake Form (Downloadable Word File) Product Code: 51105361201: Authors: ... The New **Client/Matter Intake Form** is intended to be processed by administrators; ...

[The Law Office Organizer](#)



www.lawofficeorganizer.blogspot.com

New **Client Form** Create a "new **file**" **form/template** that will be placed in the ... with the last name of the **client** or **organization**. ... from another **attorney**...



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