

# Standard operating procedures

This section details operating procedures that should be applied firm-wide to ensure a uniform process for handling files and archiving documents. These procedures are an essential part of effective advocacy and should be scrupulously and unerringly observed.

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## Index

- [matter-opening](#)
  - [procedures](#)
- [admin-docs](#)
- [alias-email](#)
- [data-retention](#)
- [databases](#)
- [dockets](#)
- [file-naming](#)
- [llm](#)
- [matter-closing](#)
- [trial-prep](#)
- [trust-accounting](#)
- [tutorials](#)

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