# 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.

## Index

- matter-opening
    - procedures
- admin-docs
- databases
- dockets
- file-naming
- trial-prep

From:
https://wiki.apstrom.ca/ - **A.P.Strom and Associates**

Permanent link:
**https://wiki.apstrom.ca/firm_resources:standard-procedures**

Last update: **2023/04/27 04:18**