

Non-lawyer Staff

Tips for avoiding administrative errors

- **Missed Deadlines** – This is a very common error that causes numerous claims every year. To avoid a lawsuit resulting from a missed deadline, it's wise for every attorney to have his/her own well-organized calendaring system designed for multiple independent inputs, whether kept in time management software, Outlook, or an organized paper system. It's a good idea for each system to have a backup, if at all possible. In law firms with more than one attorney practicing, the best calendaring systems are firm-wide, with dates entered through a single data entry point, and everyone required to send all dates to the same contact person. The firm system would then generate an automatic reminder to the responsible attorney, and to his/her secretary or assistant. In a perfect world, the attorney will also keep an independent calendar as a double check. Even this process does not necessarily eliminate all errors, especially deadlines that are missed when the wrong date is entered into the calendaring system. Thus, it's always a good practice to assign a detail-oriented person to input the calendar entries, and to have a process to double check entries after they are entered.