

Another room necessary to the complete equipment of a law office, is a filing room, for the storage of papers and documents. These accumulate with great rapidity in any large or prosperous business. The proper and convenient disposition of these papers frequently constitutes a real difficulty. In all law businesses, reference is frequently made to previously drawn pleadings, wills, agreements and other documents. The whole problem, however, is not so much one of storage as of the adoption of a proper system for filing all office papers, and their arrangements, so that any one may be readily found when wanted. This matter will be dealt with at length in a later chapter.

The library should be away from the general office, quiet, if possible, and containing all the text books and reports of the firm. Considerable inconvenience will result when book cases are distributed over a suite of offices, owing to the interruptions which must occur frequently in a busy office when books are wanted. On the other hand, the library should not be made a private office either for partner, student or clerk.

The door of a private office should have a spring to close it and a buffer or cushion to prevent it banging. If there is a glass plate in the door the name of the member of the firm occupying the office, or the word "Library" or "General Office," can be put on the glass in small, black, Roman face type letters. A better way, perhaps, is to have the same information on a small brass plate on the wall just outside the office door.

Money spent in providing an office with attractive and convenient desks, chairs, filing devices, pictures, furniture and fixtures is money well spent. It means better opinions from clients, for the client likes to do business with a lawye. who is evidently successful. Then, why have shabby looking urniture; or furniture that isn't what you want, or where you want it?