

FILE CLOSURE CHECKLIST

Client Name:

Final Closing Review by:

Closed File No:

File Name / No:

Storage: Yes / No

Permanent Storage:

Lawyer in Charge:

Future Review Date:

Destruction Date:

NO	ITEM	DONE	DATE	VERIFICATION		REMARKS
				LAWYER	PARTNER	
1	Review file ¹ for any further work to be done. <i>The file should be reviewed document by document.</i> a) Check for loose, unfiled documents and place in the file. b) Check for outstanding fees/costs and any balance remaining in trust. <i>The file should be left open until full payment is made. Trust balance should always be zero before a file is closed.</i>					
2	Send final bill or accounting to client.					
3	Record all original documents eg judgments, wills, etc.					
4	Compile all original documents for return to client.					
5	Review file for: a) documents to be included in firm's form/precedent file, template directory or index of cases eg opinions, memos etc; b) additional names to be included in the conflict system; c) any other documents to be sent to clients/others or removed.					
6	Strip the file. <i>All multiple copies of individual documents, letters, etc, should be discarded, leaving only a single copy.</i>					
7	Move current accounting and file records to closed accounting and file records.					
8	Remove file from active status.					
9	Assign closed file number.					
10	Mark the file closed and, enter date and closed file number in closed file register.					
11	Mark date for permanent storage/destruction on file cover.					
12	Enter file permanent storage/destruction date into firm diary and/or in closed file register.					
13	Move closed file to closed file location. <i>Closed files must be stored separately from open files within the firm.</i>					
14	Send Closing Letter to client (enclosing all Original Documents). <i>KIV one month.</i>					
15	Client acknowledgement/instructions received. <i>This receipt should be kept in the closed file</i>					

1 Whilst painstaking and time consuming, it must be made clear to all lawyers and staff that such reviews are to be prioritised alongside work on active files.