**REINVENTING YOUR FILE TRANSFER SYSTEM**

File management takes many forms, and one important area of file management that is often overlooked is file transfers! In any firm that you work in, there are procedures for file opening, file closing, KIV systems, etc. because files are constantly moving — from partner to legal assistant; legal assistant to legal assistant; legal assistant to staff; staff to staff. However, what happens when a file is transferred or when you inherit files? Does your firm have a file transfer system in place?

**These are some questions you should ask yourself when you take over a file:**

* Why is the file being transferred to me?
* If the file transfer is due to another lawyer leaving, how long do I have to ask them questions on the file before they leave?
* What information do I need from the previous lawyer in charge of the file?
* Does the information in the file allow me to reconstruct the previous lawyer's actions thus far?
* Do Ihave enough time to do the work on this file?
* What stage is the file at?
* What information is in the file?
* Has the client been notified that their file has been transferred?
* Have future actions, and deadlines, that my client and I must take been diarised?
* What tasks remain outstanding on the file?
* Is there any imminent danger of limitation setting in?
* What are the immediate deadlines on the file?
* Have the relevant limitation, KIV, hearing and mention dates been diarised as well as highlighted on the file?
* Have all decisions and results thus far been documented?
* Have any documents been removed from the file? If so, am I able to locate them?
* Are all time and billing records in order? Have they been filed in timely fashion?

Download your very own File Transfer checklist form [www.mypii.com.my](http://www.mypii.com.my) or [www.malaysianbar.org.my/resource\_centre.html](http://www.malaysianbar.org.my/resource_centre.html)