FILE CLOSING CHECKLIST

Client/Matter Name: _____ File Number: _____

File Title: _____ Matter Code: _____

Responsible Attorney(s) _____/_____/_____ Closing Date: _____

Attorney Resp. for Final File Closing Review: _____

Date File Closing Letter Sent to Client: _____

ACTION	DATE	INITIALS
Take file off active status and assign a closed file number.		
Mark file closed. Enter date and closed file number on closed file register.		
Confirm that no other substantive work remains to be done.		
Confirm that all original judgments, orders, deeds, contracts, etc. have been filed or recorded.		
If a money judgment is unpaid, diary appropriate dates for asset review and set reminders to file suit to revive judgment.		
Confirm that any UCC or security interests have been perfected and filed. Diary renewal date and reminders.		
Confirm that there are no unbilled activities or a remaining balance in trust. Send final bill or accounting to client.		
If a litigated matter, withdraw as attorney of record.		
If a criminal matter, check to see if expungement is possible and diary accordingly.		
Review file for documents that might be a valuable addition to the firm's forms bank.		
Review file for documents to be returned to client, create a list of all original documents that will be returned, and record date and method of their delivery.		
Remove all duplicate and/or unnecessary documents. Note: drafts, memos, notes, and substantive email exchanges are considered necessary documents and should be retained.		
Make certain that any loose unfiled documents as well as any documents that may have been maintained outside of the file, to include all substantive email, are gathered and placed in the file.		
Assign a file destruction date or date to contact client for return of file and note on closed file register.		
Send client questionnaire. (Optional)		