FILE CLOSING CHECKLIST

Client________________________________ File No.________________________________

Matter:________________________________ Date:____________Atty:________________

DATE	INITIALS	ACTION
		Remove file from active status and assign closed file number.
		Mark the file closed and enter date and closed file number in closed file register and/or on index card.
		Make sure notices of *lis pendens* or lien abstracts have been discharged.
		Make sure all original judgments, orders, decrees, cost bills, deeds, contracts, *etc.* are filed or recorded.
		If unsatisfied judgment is involved, diary the file for 3, 6, and 9 years to review for assets and renewal of judgment prior to expiration of 10 years.
		Make sure any UCC or security interest has been perfected and filed. Diary appropriate renewal date and reminders.
		Check for unbilled activities or balance remaining in trust and send final bill or accounting to client.
		Review file for documents to be included in office form file.
		Review file for additional names to be included in conflict
		Remove duplicate documents, unused note pads, and other unneeded items from file. (DO NOT remove draft work product, memos, phone messages, or research notes.)
		Check for loose, unfiled documents and place in the file.
		If the file involves a lease or option to buy, diary the file for 6 months prior to expiration.
		If the file involves a criminal matter, check to see if expungement is possible and diary the file for 3 years.
		If litigation or tribunal matter, withdraw as attorney of record.
		Review the file for any further work to be done and send closing letter to client with return of any original documents.
		Assign destruction date and enter date into calendar system and/or mark in closed file register or on index card.
		Send client questionnaire, if appropriate.