

## File Closing Check

All files must be closed as soon as possible after the work has been completed.

A file cannot be closed until all tax invoices have been paid in full, all incurred disbursements paid and the trust account ledger has a nil balance.

<b>Matter procedures</b>	Please tick (✓)	
	<b>Yes</b>	<b>N/A</b>
Have initial instructions been satisfactorily completed?	<input type="checkbox"/>	<input type="checkbox"/>
Has any failure/refusal of client to act on advice been fully documented?	<input type="checkbox"/>	<input type="checkbox"/>
Has any failure of client to instruct been fully documented?	<input type="checkbox"/>	<input type="checkbox"/>
Have any instructions contrary to advice been fully documented?	<input type="checkbox"/>	<input type="checkbox"/>
Notify client in writing that file closed & retainer terminated	<input type="checkbox"/>	<input type="checkbox"/>
Notify court that no longer acting – appropriate form filed	<input type="checkbox"/>	<input type="checkbox"/>
Notify other party in writing that no longer acting	<input type="checkbox"/>	<input type="checkbox"/>
Client advised in writing of all relevant time limits	<input type="checkbox"/>	<input type="checkbox"/>
Client complaints & compliments referred to partner and/or response	<input type="checkbox"/>	<input type="checkbox"/>
Professional liability situations reported to partner and/or Lawcover	<input type="checkbox"/>	<input type="checkbox"/>
Complete copy of paginated file if sent to another solicitor or unhappy client	<input type="checkbox"/>	<input type="checkbox"/>

<b>Administration procedures</b>	Please tick (✓)	
	<b>Yes</b>	<b>N/A</b>
Update database with changes to client details	<input type="checkbox"/>	<input type="checkbox"/>
Remove original documents such as folio identifiers, wills etc. from file & place in safe custody or send to client	<input type="checkbox"/>	<input type="checkbox"/>
Remove paperclips, bulldog clips etc. from file	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with file destruction policy & timetable	<input type="checkbox"/>	<input type="checkbox"/>

## Accounting procedures

Please tick (✓)

Yes N/A

Trust statement sent to client

 

Third-party invoices paid

 

The following balances are nil:

> Trust

 

> WIP

 

> Incurred disbursements

 

> Anticipated disbursements

 

> Debtor balance