

CHECKLIST FOR CLOSING FILES

Date Started: _____
 File No.: _____
 Client: _____
 Matter: _____
 Closed File No.: _____
 Attorney: _____

Initials: _____

<u>Person Responsible</u>	<u>Initials</u>	<u>Date</u>	<u>Action</u>
Receptionist	_____	_____	Notify accounting file is to be closed.
Secretary	_____	_____	Check file for unfinished business, unpaid cost bills, etc.
Secretary	_____	_____	Prep for microfilming: strip file of duplicate copies and legal pads, paper clips; remove staples, give research materials to law clerk for filing.
Secretary	_____	_____	Create record or index card for any out of state attorney, expert witness, etc. in research file.
Attorney	_____	_____	Send client questionnaire if appropriate
Attorney	_____	_____	Notify secretary if any forms or letters created during matter should be retained for general use instead of archived or deleted.
Attorney	_____	_____	Mark documents that should be returned to client.
Attorney	_____	_____	Mark any documents that must be permanently preserved.
Computer Operator	_____	_____	Delete or archive documents that will not be retained as active.
Accounting	_____	_____	Prepare final prebill/bill if applicable
Accounting	_____	_____	Zero out trust accounting ledger for client matter
Accounting	_____	_____	Mark OK to close if all categories are zero. Give file to receptionist.
Receptionist	_____	_____	Put matter in closed status. Transfer file to file room/microfilm clerk
File clerk	_____	_____	Stamp file closed. Make final review of checklist. Microfilm or image and index all documents. File in closed section of file room numerically by closed file number.