

“CASE FILE CLOSING FORM”

Client Name: _____ File No. _____

File Title: _____ Matter Code: _____

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

Attorney Responsible for Final File Closing Review: _____

<u>Materials Returned to Client</u>	<u>Date</u> / <u>Means of Return</u>
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____

Materials to be Retained

Materials to be Destroyed

Date File Closing Letter Sent to Client: _____

Date Signed Acknowledgment Letter Regarding
Returned Materials Received from Client _____

Comments/Notes: _____
