

# SAMPLE FILE CLOSING CHECKLIST



Client/Matter Name: \_\_\_\_\_ File Number: \_\_\_\_\_  
 File Title: \_\_\_\_\_ Matter Code: \_\_\_\_\_  
 Responsible Attorney(s) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Closing Date: \_\_\_\_\_  
 Attorney Responsible 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.		
If the file involves a lease or option to buy, diary an appropriate date in advance of the expiration of the option or lease.		
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. Don't forget to maintain a copy of all documents returned.		
Remove all duplicate and/or unnecessary documents. Note: drafts, memos, research, and attorney notes 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, text messages, voicemail, and any other digital material 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)		

*NOTE: This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ALPS be liable for any direct, indirect, or consequential damages resulting from the use of this material.*

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