Checklist for closing client files

Client: _____   File no. _____

Matter: _____   Date: _____ Atty: _____

ACTION	DATE	INITIALS
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, index card or computer database.		
Make sure all original judgments, orders, decrees, cost bills, deeds, contracts, etc. filed or recorded.		
Make sure notices of lis pendens or lien abstracts have been discharged.		
Make sure any UCC or security interest has been perfected and filed.		
Check for unbilled activities and send final bill.		
Review file for documents to be included in forms system.		
Duplicate documents, unused note pads, etc., removed from file (DO NOT remove draft work product, memos, phone messages, research notes, etc.)		
Check for loose, unfiled documents and place in file		
If an unsatisfied judgment is involved, tickler the file for 3, 6 and 9 years to review assets and renewal of judgment prior to the expiration of 10 years.		
If UCC is involved tickler file for renewal of UCC filing		
If the file involves a lease or option to buy, tickler the file for 6 months prior to expiration.		
If the file involves a criminal matter, check to see if expungement is possible and tickler the file for 3 years.		
Final review by lawyer for any further work to be done and closing letter to client with return of any original documents.		
Assign destruction date and enter into calendar system and/or mark in closed file register, index card or computer database.		