



SAMPLE CHECKLIST FOR CLOSING CLIENT FILES

It is recommended that:

- the lawyer responsible for the file or, where unavailable, a lawyer who has knowledge of the file complete the checklist;
- the file is not closed until all steps are completed; and
- the completed checklist is inserted into the file and into your record of closed files.

For more information on closing, storing and disposing of client files, see Practice Resources entitled:

[Closing Client Files](#)

[File Retention Periods](#)

[Storing Closed Files](#)

[Disposing of Client Files](#)

File Details						
Client Name:			File No.:			
Address:			Telephone No.:			
			Email Address:			
Description of Matter:						
Lawyer Responsible for File:						
File Review						
Reason for Closing File:		<input type="checkbox"/> retainer has ended	<input type="checkbox"/> discharged by client	<input type="checkbox"/> services withdrawn		
<input type="checkbox"/> All Documents in File			<input type="checkbox"/> Precedents Copied and Comply with PIPEDA			
<input type="checkbox"/> Unnecessary Hard Copies Removed			<input type="checkbox"/> Unnecessary Electronic Copies Removed			
<input type="checkbox"/> Easily Reproducible Documents Culled and Listed in File						
Property of Client/Third Party						
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Property Returned to Client/Third Party		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Property Returned is Listed in File and List Given to Client/Third Party
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Copy of Client/Third Party Property Kept Where Necessary		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Record of Client Property Updated

Accounting	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A Funds in Trust Returned/Paid Out	<input type="checkbox"/> Yes <input type="checkbox"/> N/A No Outstanding Accounts
Undertakings and Trust Conditions	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A All Undertakings Completed and Trust Conditions Honoured	
Communication with Client	
<input type="checkbox"/> File Closing/Reporting Letter Sent	Date of Letter:
<input type="checkbox"/> Client Advised re: Accessing File, Cost (if applicable) and Disposal Date	
<input type="checkbox"/> Client Advised re: Outstanding Deadlines, Limitation Periods, etc.	
Office Administration	
Date File Closed:	Closed File No.:
<input type="checkbox"/> Status Changed to Closed in Office Systems	<input type="checkbox"/> Status Changed to Closed in Accounting System
<input type="checkbox"/> Open File List Updated	<input type="checkbox"/> Entered in Closed File List
<input type="checkbox"/> File Reviewed for Missing Entries in Conflict System and Conflict System Updated	
Lawyer Authorizing Closure of File:	
Person Completing this Checklist:	
File Retention, Storage and Disposal	
Retention Period:	
Disposal Date:	<input type="checkbox"/> Disposal Date Entered in Tickler System
Retention Period Review Date:	<input type="checkbox"/> Review Date Entered in Tickler System
File is Stored as <input type="checkbox"/> Hard Copy Only <input type="checkbox"/> Electronically Only <input type="checkbox"/> Combination of Both	
Location of File:	

(Posted: June 29, 2020)