# File Closing Checklist

January 2022

|  |  |  |  |
| --- | --- | --- | --- |
| Work Completed | Yes | No | Comment or detail |
| Have we written to the client confirming: |  |  |  |
| * all required work has been completed?
 |  |  |  |
| * any outstanding issues that are the client’s responsibility?
 |  |  |  |
| * any critical dates and consequences?
 |  |  |  |
| * future actions (such as exercise of an option) that is the client’s responsibility?
 |  |  |  |
| Have all original documents been filed/lodged with the appropriate body(s)? |  |  |  |
| Have we completed: |  |  |  |
| * lodgement of documents?
 |  |  |  |
| * notice to authorities?
 |  |  |  |
| * any required registrations?
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Accounting | Yes | No | Comment or detail |
| Have all disbursements been paid? |  |  |  |
| Has the firm rendered a final account? |  |  |  |
| Has the client paid all accounts? |  |  |  |
| Is the trust account a zero balance? |  |  |  |
| Have we provided a trust account statement to the client? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Storage/file retention/destruction | Yes | No | Comment or detail |
| Have we checked the physical file for original documents? |  |  |  |
| Have we returned all documents required by the client? |  |  |  |
| Do we hold a copy of everything on the client file? |  |  |  |
| This file should never be destroyed. |  |  |  |
| This file may be destroyed after: |  |  | Month Year |

|  |  |
| --- | --- |
| Approval |  |
| Title | Date |
| Signature |