



File Closing Checklist

Work Completed	Yes	No	Comment or detail
Have we written to the client confirming:			
<ul style="list-style-type: none"> all required work has been completed? 			
<ul style="list-style-type: none"> any outstanding issues that are the client's responsibility? 			
<ul style="list-style-type: none"> any critical dates and consequences? 			
<ul style="list-style-type: none"> 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:			
<ul style="list-style-type: none"> lodgement of documents? 			
<ul style="list-style-type: none"> notice to authorities? 			
<ul style="list-style-type: none"> 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?			

CHECKLIST



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	