# File Transfer To Another Firm Checklist

#

January 2022

|  |  |  |  |
| --- | --- | --- | --- |
| File transferred to another firm at request of client | Yes | No | Comment or detail |
| Before we transfer the file have we: |  |  |  |
| * spoken with the client about their concerns?
 |  |  |  |
| * accounted for all work and disbursements?
 |  |  |  |
| Have we written to the client confirming: |  |  |  |
| * the status of their matter including work completed and work outstanding?
 |  |  |  |
| * critical dates and consequences?
 |  |  |  |
| * any matters not attended to?
 |  |  |  |
| * the status of their account, any alleged lien and or money in trust
 |  |  |  |
| * matters outside the retainer that are the client’s responsibility?
 |  |  |  |
| Has the firm taken a copy of the whole file? |  |  |  |
| On transfer of the file have we written to the client confirming the file has been transferred and our retainer has ended? |  |  |  |

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