



## File Transfer To Another Firm Checklist

File transferred to another firm at request of client	Yes	No	Comment or detail
Before we transfer the file have we:			
<ul style="list-style-type: none"> <li>spoken with the client about their concerns?</li> </ul>			
<ul style="list-style-type: none"> <li>accounted for all work and disbursements?</li> </ul>			
Have we written to the client confirming:			
<ul style="list-style-type: none"> <li>the status of their matter including work completed and work outstanding?</li> </ul>			
<ul style="list-style-type: none"> <li>critical dates and consequences?</li> </ul>			
<ul style="list-style-type: none"> <li>any matters not attended to?</li> </ul>			
<ul style="list-style-type: none"> <li>the status of their account, any alleged lien and or money in trust</li> </ul>			
<ul style="list-style-type: none"> <li>matters outside the retainer that are the client's responsibility?</li> </ul>			
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	