

CHECKLIST

January 2022



File transition-practitioner is leaving the firm

Act promptly - a principal or their delegate should manage the transition when someone leaves

Do not retain work if you do not have the expertise and capacity to do it.

This checklist is for client work only and not other employment issues like return of equipment.

Action	Due Date	Done	Comment or detail
Request staff member leaving to: <ul style="list-style-type: none">fill out file handover list with details of all matters in their controlclose completed or dormant files		<input type="checkbox"/>	
Set a date and time to discuss the handover list		<input type="checkbox"/>	
Discuss work transfer with ongoing staff to establish their capacity to take additional work		<input type="checkbox"/>	
Consider short term support including contractors and barristers		<input type="checkbox"/>	
Meet with staff member leaving to review file handover list and discuss who will take over their matters		<input type="checkbox"/>	
Agree time with staff member as to when the file handover list action items will be completed. (handover memos and handover meetings)		<input type="checkbox"/>	
Check file handover list action items have been completed		<input type="checkbox"/>	
Check all passwords used by the staff member leaving for online work such as PEXA and courts have been handed over or changed		<input type="checkbox"/>	
If a client is leaving complete the file transfer to another firm checklist		<input type="checkbox"/>	

Approval

Title

Date

Signature