SAMPLE ADMINISTRATIVE FORM

FILE CLOSING CHECKLIST

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| ACTION | INITIALS | DATE |
| --- | --- | --- |
| 1. Remove file from active status and assign closed file number. |  |  |
| 2. Mark the file closed and enter date and closed file number in closed file register and/or on index card. |  |  |
| 3. Make sure all original judgments, orders, decrees, cost bills, deeds, contracts, etc. filed or recorded. |  |  |
| 4. Make sure any UCC or security interest has been perfected and filed. |  |  |
| 5. Check for unbilled activities and send final bill. |  |  |
| 6. Review file for documents to be included in forms system. |  |  |
| 7. Duplicate documents, unused note pads, etc., removed from file (DO NOT remove draft work product, memos, phone messages, research notes, etc.). |  |  |
| 8. Check for loose, unfiled documents and place in the file. |  |  |
| 9. If an unsatisfied judgment is involved, diary the file for 3, 6, and 9 years to review assets and renewal of judgment prior to the expiration of 10 years. |  |  |
| 10. If UCC is involved, diary the file for renewal of UCC filing. |  |  |
| 11. If the file involves a lease or option to buy, diary the file for 6 months prior to expiration. |  |  |
| 12. If the file involves a criminal matter, check to see if expungement is possible and diary the file for 3 years. |  |  |
| 13. Final review by lawyer for any further work to be done and closing letter to client with return of any original documents. |  |  |
| 14. Assign destruction date and enter into calendar system and/or mark in closed file register or on index card. |  |  |