**Checklist for Closing Files**

Date closed: Attorney closing:

Date that court cost refund was requested from Clerk’s office: Reconcile client trust account monies - completion date: Return funds to client: $ ; date returned:

Withdraw money, if necessary, to pay bill: $ ; date

Items recorded in public records: (Recordation information)

Act of Sale: Parish Mortgage:

Parish Judgment: Parish Lien:

UCC Financing Statement: Parish

Other: Parish

Items recorded with the Secretary of State: Description:

Recordation Information:

If money judgment not paid, calendar date to file suit to revive judgment: Motion to Withdraw, if necessary - filing date:

Close out on Master File List/Client List, Bookkeeping/Accounting List and Subject Matter List - completion date: Put on Closed File List/Delete from Active Case List - completion date:

Judgments/settlement documents sent to client - date:

Letter sent to client confirming conclusion of representation - date: File reviewed for documents to be returned to client - date:

File surrender letter sent to client - date: File surrendered to client - date:

Original documents returned to client - list: Method of delivery:

Date returned:

File reviewed and all duplicates removed - date: Items retained by the firm:

Items destroyed:

COMMENTS:

NOTE: Place one copy in the file, one copy in the Closed File Register and one copy in the closing attorney’s Closed File Record.

CHECKLISTS ARE TO BE PLACED IN FILE AND UPDATED UNTIL COMPLETED.

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**CHAPTER 5** File Management