



Sample Closed File Checklist

DATE:	SUPERVISING LAWYER:
FILE NAME:	ADMINISTRATIVE ASSISTANT:
OPEN FILE #:	CLOSED FILE #:
REASON FOR CLOSING:	DESTRUCTION/REVIEW DATE:
CLIENT NAME(S):	LAST KNOWN ADDRESS AND PHONE NUMBERS:

ITEMS	YES	NO	DONE
1. Final closing reporting letter done notifying client of file closure and eventual destruction?			
2. Anything that should be sent to clients included in the closing reporting letter (e.g., originals, executed documents, borrowed documents)?			
3. Consider whether formal Withdrawal is necessary and serve on client?			
4. Anything else to take off file? (e.g., unneeded drafts of documents; bulky, repetitive, useless items, including those stored elsewhere and caselaw, but not including correspondence, notes, messages or drafts made in response to client feedback)?			
5. All trust conditions met and all undertakings completed?			
6. Unnecessary limitation dates removed from limitation diary?			
7. No balances in accounts: (a) Trust (b) Unbilled time (c) Unbilled disbursements (d) Unpaid accounts			
8. Retain copies of client trust ledger and client's accounts receivable ledger on the closed file (Rule 119.34(4)(b)).			
9. Retain copies of client trust ledger and client's accounts receivable ledger in a central file maintained for closed ledgers (Rule 119.34(4)(a)).			
10. Retain client identification and verification documents for a period of at least six years following completion of work for which lawyer was retained (Rule 119.51(3)(b)).			
11. All amounts payable to third parties paid?			
12. Any notes or copies of briefs, opinions, memos of law, etc., to be preserved?			
13. Destruction date marked on file cover or in digital file? (not less than ten years from file closure)			
14. File closed in practice management/accounting software?			
15. File removed from Master File List?			
16. File and date of destruction added to the closed file list?			
17. Closed file moved to closed file location or saved digitally? (including emails, sub-files, binders etc.)			