LAW SOCIETY of ALBERTA

File Opening Checklist

Conflict check completed and negative result?	
Client completed intake form?	
Client identification obtained (from individual or organization)?	
Source of funds noted, if applicable?	
Client verification obtained, if applicable?	
File opened in accounting/practice management software?	
File and all appropriate subfolders created?	
Client added to email and subfolder created?	
Limitation dates added to the calendar/limitation system? Limitation Date ____________________ Nature of Limitation ______________________	
Other upcoming deadlines noted in the calendar?	
Client added to the appropriate Master File List?	
Retainer letter and/or expectations provided to the client? Consent for email communication and cloud usage outside Canada and if applicable, joint representation, addressed.	
File given initial diary date for review?	