# Example File Closing Checklist

Companion to [WSBA’s Law Firm Guide to Document Retention](https://wsbacms.wsba.org/docs/default-source/resources-services/practice-management-(lomap)/guide-to-best-practices-for-client-file-retention-and-management.pdf?sfvrsn=306a3df1_10)

File Number: Client Name:

Responsible Attorney(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Due Date** | **Date Completed** | **Staff Initials** |
| Send final bill or invoice to client. |  |  |  |
| Responsible attorney reviews client file for documents that should be added to firm’s form bank after client identifiers are removed. |  |  |  |
| Responsible attorney identifies any unique document retention needs (unsatisfied judgments, future client obligations, etc.). Future deadlines are calendared and added to draft closing letter. |  |  |  |
| Responsible attorney reviews file for documents to be provided to client (original documents, important pleadings or final legal documents). |  |  |  |
| Send closing letter to client with relevant documents. Send survey invitation for client feedback. |  |  |  |
| Remove duplicates from client file (e.g. working copies, etc.).  Drafts, correspondence, etc. are not duplicates and should be maintained with the file. But you only need to retain one copy of a specific document. |  |  |  |
| Create a fully-electronic client file by scanning (as necessary) any hardcopies within the client file (including notes and drafts).  Again, you do not need to retain duplicates. If you already have an electronic file of a document, it is not necessary to scan the physical copy. |  |  |  |
| Archive the electronic client file (including all notes, drafts, correspondence, and email) in anticipation of document retention period. |  |  |  |
| Remove file from active client list and add to file closure list. |  |  |  |