

EXAMPLE CLOSING FILE CHECKLIST¹

Client/Matter Name: _____

File Number: _____

File Title: _____

Matter Code: _____

Responsible Attorney(s) _____ / _____ / _____

Closing Date: _____

Attorney Responsible for Final File Closing Review: _____

- Confirm that no other substantive work remains to be done.
- Take file off active status and assign a closed file number.
- Mark file closed.
- Enter date and closed file number on closed file register.
- Confirm that all original judgments, orders, deeds, contracts, etc. have been filed or recorded.
- If a money judgment is unpaid, diary appropriate dates for asset review and set reminders to file suit to revive judgment.
- Confirm that any UCC or security interests have been perfected and filed. Diary renewal date and reminders.
- If the file involves a lease or option to buy, diary an appropriate date in advance of the expiration of the option or lease.
- Review file for firm prepared documents that might be a valuable addition to the firm's forms bank.
- Make certain that any loose unfiled documents as well as any documents that may have been maintained outside of the file, to include all substantive email, text messages, voicemail, and any other digital material are gathered and placed in the file.
- Review file for documents to be returned to client, create a list of all original documents and other documents that you can reasonably expect the client wants returned, and record

the date and method of their delivery to the client. firm prepared documents that might be a valuable addition to the firm's forms bank.

- Maintain a copy of all documents returned. Consider digitizing file (but maintain originals and other critical documents in hard copy if not returned to client).
- Send closing letter to client with any documents to be returned and possibly client questionnaire (the latter being optional).
- Confirm that there are no unbilled activities and/or a remaining balance in trust.
- Send final bill or accounting to client and refund of trust balance, if any.
- Assign a file destruction date or date to contact client for return of file and note on closed file register.

ⁱ This checklist is provided to members of the State Bar of New Mexico for informational purposes only and is not intended to nor does it constitute legal advice to a lawyer or law firm. Further, this checklist is not a substitute for independent analysis and research by a lawyer or law firm. Each lawyer and law firm are responsible for their own compliance with applicable rules and laws.