

**File Closing Procedures Checklist - Internal Document
(Form ER02)**

- ___ Complete original documents concluding matter (Release executed, Dismissal Entry filed, etc.)
- ___ Confirm final invoice if paid in full. Be sure to check on all court costs and other expenses.
- ___ Return original documents and papers to the client. Note: You may not charge the client for copying any documents you wish to retain for your files.
- ___ Copy useful forms for office form file. Do not charge client for copies of file.
- ___ Remove duplicates and “clean out” file for storage.
- ___ Copy all stored electronic data – including all e-mails – related to client matter to DVD disk to be included with file.
- ___ Send closing letter to client.
- ___ Calendar future docket dates such as Uniform Commercial Code and judgment renewals.
- ___ Send client survey to client.
- ___ Enter case into closed file database for future conflicts checks.
- ___ Assign date for review/destruction of file. Ask client if s/he prefers to have the file returned or destroyed after the assigned date.

NOTE: This material is intended as only an example, which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will Minnesota Lawyers Mutual be liable for any direct, indirect, or consequential damages resulting from the use of this material.