Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Spouse/child(ren)/parent/employer/other

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matter                                                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Hourly rate \_\_\_\_\_\_\_\_\_ Funds minimum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date opened \_\_\_\_\_\_\_

Other Attorney/legal rep. if any (name/phone/fax/email/street address):

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing info, if other than client\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cross-reference (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important deadline/issue? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **FILE OPEN/REOPEN & CLOSE CHECKLIST**

**Checklist for Opening/Re-opening File:**  *Initial Checklist items*

\_\_\_\_\_\_Deposit amount required?

 \_\_\_\_\_\_Deposit paid in full?

 \_\_\_\_\_\_Second deposit is **not** required?

 \_\_\_\_\_\_Second deposit is required?

 \_\_\_\_\_\_Second deposit paid?

 \_\_\_\_\_\_Set-up client file

 \_\_\_\_\_\_Set-up client matter entry in case management/ tracking program

 \_\_\_\_\_\_Set-up reminder/tickle system

 \_\_\_\_\_\_Set-up client matter in billing program

 \_\_\_\_\_\_Run conflict search

\_\_\_\_\_\_Conflict search date

\_\_\_\_\_\_File given to attorney for review/commencement

\_\_\_\_\_\_Set-up case tasklist/timeline

 \_\_\_\_\_\_Assigned case management/prep tasks

 \_\_\_\_\_\_Set-up customized checklist for case

**Checklist for Closing File:**  *Initial Checklist items*

 \_\_\_\_\_\_Client’s immigration document copy in file

 \_\_\_\_\_\_Set-up reminder/tickle system for expiration or other dates

 \_\_\_\_\_\_Send client closure letter w/original documents and relevant forms

\_\_\_\_\_\_Finalize final billing

\_\_\_\_\_\_Log amount billed for legal services on LS Estimate chart

\_\_\_\_\_\_Refund unearned trust account funds

 \_\_\_\_\_\_File closure date

\_\_\_\_\_\_File closure entry in case management/ tracking program

\_\_\_\_\_\_File closure entry in billing program

 **IMPORTANT NOTICES**

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