

FILE REVIEW CHECKLIST (CRIME COURT)

Crown Court / Magistrates Court / Other – please delete as applicable

CLIENT NAME:	MATTER NUMBER:
REVIEWER:	FEE EARNER:
DATE:	METHOD: Face-to-face / file content

	YES	NO	N/A	COMMENTS
File Opening:				
File opening procedures correctly followed				
Conflict of interest check evidenced				
Client Care:				
Instructions, action and advice confirmed to client				
Name & status of fee earner & supervisor confirmed				
Complaints handling information provided				
Funding:				
Evidence of funding present on file				
Client advised on any liability for costs				
Progress of Matter:				
Timely and accurate advice on progress of case				
File free from complaints				
Counsel and Experts:				
Used approved supplier				
Services properly evaluated				
State of File:				
Appropriately filed				
Key dates recorded				
Undertakings recorded				
File active				
Legal Issues:				
Cases prepared in sufficient detail				
Detailed analysis of evidence in the case				
Case preparation dealt with in timely manner				
Clients given timely & accurate advice on strength of evidence, plea and likely sentence				
Undertaken all necessary action				
Fee earner has sufficient experience to deal with case				
File Closing:				
Reported to client on the outcome				
Confirmed necessary further action, rights of appeal or future review				
Other Observations:				

Is Corrective Action Required?	Yes	No
Corrective Action:		
Confirmation corrective action completed Fee earner Date
Confirmation corrective action verified Reviewer Date