

FILE REVIEW CHECKLIST (POLICE STATION)

CLIENT NAME: REVIEWER: DATE:	MATTER NUMBER: FEE EARNER: METHOD: Face-to-face / file content
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	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				
Progress of Matter:				
File free from complaints				
Counsel and Experts:				
Used approved supplier				
Services properly evaluated				
State of File:				
Appropriately filed				
Bail to return (BTR) date & other key dates recorded				
File active				
Legal Issues:				
client informed of BTR date				
client informed of likely liability for non-attendance				
Correct instructions obtained				
Appropriate advice provided				
Appropriate action taken				
Appropriate representation given				
Appropriate preparation undertaken				
File Closing:				
Reported to client on the outcome				
Confirmed necessary further action 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