

## FILE REVIEW CHECKLIST (PUBLIC FUNDING – GENERIC CIVIL)

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

	YES	NO	N/A	COMMENTS
<b>File Opening:</b>				
File opening procedures correctly followed				
Conflict of interest check evidenced				
<b>Client Care:</b>				
Instructions, action and advice confirmed to client				
Name & status of fee earner & supervisor confirmed				
Complaints handling information provided				
<b>Funding:</b>				
Matter within scope of public funding				
Sufficient Benefit test met				
Clear evidence of financial eligibility on the file				
Funding forms properly completed				
Client advised on any liability for costs				
Where applicable, costs updates provided				
<b>Progress of Matter:</b>				
Timely and accurate advice on progress of case				
File free from complaints				
<b>Counsel and Experts:</b>				
Used approved supplier				
Services properly evaluated				
<b>State of File:</b>				
Appropriately filed				
Key dates recorded				
Undertakings recorded				
File active				
<b>Legal Issues:</b>				
Appropriate advice provided				
Appropriate action taken				
Fee earner has sufficient experience to deal with case				
<b>File Closing:</b>				
Reported to client on the outcome				
Confirmed necessary further action or future review				
Correct outcome codes used				
<b>Other Observations:</b>				

Is Corrective Action Required?	Yes	No
<b>Corrective Action:</b>		
<b>Confirmation corrective action completed</b>	..... Fee earner	..... Date
<b>Confirmation corrective action verified</b>	..... Reviewer	..... Date