

NEW IMMIGRATION CLIENT FILE SET UP AND CLOSURE CHECKLIST

Client: _____

Spouse/child(ren)/parent/employer/other: _____

Phone: _____ Email: _____

Address: _____

Matter: _____

Hourly rate: _____ Funds minimum: _____

Date opened: _____

Other Attorney/legal rep. if any:

Name: _____

Phone: _____ Email: _____

Address: _____

Billing info, if other than client: _____

Cross-reference (if any): _____

File #: _____

Other info: _____

Important deadline/issue? _____

File Open/Reopen Checklist

_____ Deposit amount required?

_____ Deposit paid in full?

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- _____ 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 task list/timeline
- _____ Assigned case management/prep tasks
- _____ Set-up customized checklist for case

File Closing Checklist

- _____ 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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