



NOVA SCOTIA BARRISTERS' SOCIETY

NSBS Legal Services Support - File Closing Checklist

Designed to be used with a policy such as might be made with the [NSBS Template File Retention/Destruction Policy](#)

- Closed on software with closed file # assigned and applied to paper/electronic file
- File closing date _____
- I have directed my mind to the impact of the answers to the following questions, pursuant to our Retention/Destruction Policy:
 - Is client a minor? Y N Date of 19th birthday _____
 - Is client incapacitated (*Limitation of Actions Act* s 19) Y N
- File is culled, inc. of highly personal materials which are reproducible from an authority if needed, as determined by our Policy (eg health records, tax returns)
- Original documents returned to clients
- Trust balance is zero
- There are no outstanding undertakings or trust conditions
- Client ID info will be retained for at least 6 yrs after conclusion of matter.
- Reporting letter sent
- Client sent a final statement of account and trust statement for file.
- Client advised in writing of any limit on what we were able to do for them (ie where our work stopped and why, whether there are things they might need to do and when)
- Responsible lawyer identity is clear from file or written here _____.
- Destruction date as per Policy _____ determined by lawyer.
- Destruction date noted on cover of any paper file, catalogued in system.
- File stored with files with same destruction date.

Wills/Est Planning/POAs

- Notes, drafts and executed documents are scanned and stored long term
- Original will is returned to client (recommended) OR
- Original will is stored subject to clear written terms that client has agreed to

Criminal

- Any disclosure required to be returned to Crown has been returned
- Final appeal period has concluded

Real Estate

- Real Estate foundation documents are all stored together and are catalogued
 - Electronically (strongly recommended) or
 - Paper, but in a separate and labelled folder that will not be shredded
- All releases recorded, SNSMR trust balance for file is zero

Initial of lawyer completing/approving this completed form _____. **Retain with File**