



PDS 20 File Closing Form

Name		UFN	
		Yes	N/A
1	Is the paper file marked as closed?		
2	Have all items in the schedule been actioned?		
3	Have all relevant original documents been returned to the client e.g. wage slips?		
4	Has the client received a closing letter and client care questionnaire?		
5	Have all bills been completed?	Inv	
		Proc	
		Crown	
6	Has ledger been printed and placed on file?		
7	Are any interview tapes or videos with the file / have they been returned?		
8	Has any undertaking been discharged?		
9	If experts used, has Evaluation been done?		
10	Has any complaint documentation been put on file?		
11	Has the case been completed and archived?		
Person completing this form			