

Crime (Court) File Review Checklist

Client's Name:	File Ref:
Reviewer:	Date:
Reviewee:	Face to Face: Yes/No

File Management

1	Is the file well organised? (orderly & chronological)	Yes	No	
2	Is the file inactive?	Yes	No	
3	Have all key dates been entered in a back up central diary?	Yes	No	N/A
4	Has a conflict of interest check been evidenced on the file?	Yes	No	
5	Are all experts used sourced from the Approved List?	Yes	No	N/A
6	Have any undertakings given been noted in a prominent place in the case file?	Yes	No	N/A
7	Is the file free from complaints?	Yes	No	
8	If no, have they been reported to the Complaints Handling Partner?	Yes	No	N/A

Please comment on any concerns identified:

Correspondence

1	Where there is a potential liability for costs, has the client been informed of his/her likely liability?	Yes	No	N/A
2	Has the client been sent a Client Care Letter	Yes	No	N/A
3	Have instructions received, advice given, and the action to be taken, been confirmed in writing to the client at the outset?	Yes	No	N/A
4	Has information about the progress of the case been sent to the client at regular intervals (at least every 3 months)?	Yes	No	N/A

Please comment on any concerns identified:

Funding

1	Is evidence of funding present on the file?	Yes	No	N/A
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Please comment on any concerns identified:

File Notes

1	Are all claims for attendances in person or using the telephone evidenced and justified?	Yes	No	N/A
2	Are all claims for preparation evidenced and justified?	Yes	No	N/A
3	Are all routine telephone calls evidenced?	Yes	No	N/A
4	Are all routine letters evidenced?	Yes	No	N/A
5	Where preparation has been claimed for a letter, is this justified?	Yes	No	N/A
6	Where perusal has been claimed, is the time claimed justifiable?	Yes	No	N/A
7	Where travel is claimed, is the length of time claimed justifiable?	Yes	No	N/A
8	Have waiting times claimed of more 2 hours been justified on the file?	Yes	No	N/A
9	Are receipts for disbursements evidenced on the file where the value is greater than £10?	Yes	No	N/A

Please comment on any concerns identified:

Legal Issues

1.	Does the fee earner have sufficient experience to deal with the case?	Yes	No	N/A
2.	Has the adviser demonstrated persistence and determination in obtaining instructions from clients and/or statements from witnesses?	Yes	No	N/A
3.	Are Crown Court cases prepared in sufficient detail?	Yes	No	N/A
4.	Are clients in custody visited to obtain instructions?	Yes	No	N/A
5.	Does the file show detailed analysis of the evidence in the case?	Yes	No	N/A
6.	Are proofs and comments on the prosecution evidence taken in contested cases?	Yes	No	N/A
7.	Are correct pleas lodged at the right time following appropriate advice to clients?	Yes	No	N/A
8.	Are clients advised of the weaknesses in their case in a timely manner?	Yes	No	N/A
9.	Are important matters relating to case preparation dealt with in a timely manner?	Yes	No	N/A
10.	Is there evidence of client dissatisfaction with the service they have received?	Yes	No	N/A
11.	Is alternative disposal of the case actively pursued on behalf of clients?	Yes	No	N/A
12.	Are clients given written advice on the strength of evidence, plea, venue and likely sentence?	Yes	No	N/A
13.	Are clients given clear (and written) advice regarding sentence?	Yes	No	N/A
14.	Are clients advised of the progress of their case and the next steps in a timely manner?	Yes	No	N/A
15.	Are clients sent final outcome letters explaining the effect of the disposal of the case and advice regarding appeal?	Yes	No	N/A
16.	Are files organised, in chronological order and legible?	Yes	No	N/A
17.	Are defence statements submitted on time and according to the client's instructions?	Yes	No	N/A
18.	Are mental health issues considered when they arise?	Yes	No	N/A
19.	Are there adequate procedures for dealing with conflicts and other ethical issues?	Yes	No	N/A
20.	Are experts used appropriately?	Yes	No	N/A

