

Family File Review Checklist

Client's Name:	File Ref:
Reviewer:	Date:
Reviewee:	

File Management

1	Is the file well organised? (orderly & chronological)	Yes	No	
2	Is the file active?	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	N/A
5	Are all experts used sourced from the Approved List?	Yes	No	N/A
6	If no, has a reason for their use been noted on the case file?	Yes	No	N/A
10	Have any undertakings been given?	Yes	No	
11	If yes, are they entered in the Central Register?	Yes	No	N/A
12	Is the file free from complaints?	Yes	No	
13	If no, have they been reported to the Complaints Handling Partner?	Yes	No	N/A
14	If a new Matter Start was opened for this file, was this appropriate?	Yes	No	
15	Have Devolved Powers (DP's) been used?	Yes	No	
16	If so, has the exercise of DP's been correctly recorded in the file	Yes	No	N/A
17	If the matter is closed, were the correct outcome codes used?	Yes	No	N/A

Please comment on any concerns identified:

Correspondence

1	Has the client been sent a Client Care Letter	Yes	No	
2	Where there is a potential liability for costs, has the client been informed of his/her likely liability?	Yes	No	N/A
3	Has the client been provided with a clear record of the instructions they gave, the advice they received and the action agreed?	Yes	No	
4	Has information about the progress of the case been sent to the client at regular intervals or as appropriate?	Yes	No	N/A
5	Have cost update letters been sent at regular intervals or as appropriate?	Yes	No	N/A
6	If the file is closed, has a file closing letter been sent to the client?	Yes	No	N/A

Please comment on any concerns identified:

Funding

1	Is the matter within scope of public funding?	Yes	No	
2	Is evidence of funding present on the file?	Yes	No	N/A
3	In Legal Help cases, is there clear evidence of eligibility on the file?	Yes	No	N/A
4	Have the forms been properly completed?	Yes	No	N/A
5	Is any Cost Limitation close to being exceeded?	Yes	No	N/A

Please comment on any concerns identified:

File Notes

1	Are all claims for attendances in person or using the telephone clearly evidenced and justified?	Yes	No	N/A
2	Are all claims for preparation clearly 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 1 hour 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:

Money Laundering

1	Has the client provided suitable proof of identity and address to enable the firm to carry out checks for money laundering.	Yes	No	N/A
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Please comment on any concerns identified:

Legal Issues

GENERAL ISSUES

1. Does the matter meet the sufficient benefit test?	Yes	No	
2. Have sufficient instructions been taken and recorded?	Yes	No	
3. Have all linked issues been dealt with appropriately?	Yes	No	N/A
4. Was the possibility of mediation considered (either at all or at an early stage), and was the client advised of the potential benefits?	Yes	No	N/A
5. Was the client advised appropriately about the relevant law that applies to their case?	Yes	No	N/A
6. Was the client advised of the relevant procedures?	Yes	No	N/A
7. Was the client advised of the merits of their case?	Yes	No	N/A
8. Was the client advised regarding the terms and effects of any orders made during any proceedings?	Yes	No	N/A
9. Was the case progressed without any delay?	Yes	No	N/A
10. Was the advice given tailored to the circumstances of the client's case?	Yes	No	N/A
11. Was the client advised regarding correspondence and documents received?	Yes	No	N/A
12. If the client is vulnerable, was he/she dealt with appropriately?	Yes	No	N/A

DIVORCE

13. Was the client advised regarding costs orders?	Yes	No	N/A
14. Was the client advised regarding the merits of defending proceedings?	Yes	No	N/A
15. Was the client advised regarding the extent to which issues about children will be dealt with in the divorce proceedings?	Yes	No	N/A
16. Was the client advised regarding the effects of the Decree Absolute and of any subsequent marriage?	Yes	No	N/A

DOMESTIC ABUSE

17. Did the client receive advice about the available remedies?	Yes	No	N/A
18. Was the need for personal service explained to the client?	Yes	No	N/A
19. Was the client advised of the meaning and effect of a Power of Arrest?	Yes	No	N/A
20. Where an undertaking was proposed, was the client advised of the differences between an undertaking and a court order?	Yes	No	N/A
21. Was advice given regarding the enforcement of an injunction or undertaking?	Yes	No	N/A

FINANCES

22. Did the client receive appropriate advice regarding the severance of any joint tenancy?	Yes	No	N/A
23. Did the client receive appropriate advice regarding joint assets and liabilities?	Yes	No	N/A
24. Did the client receive appropriate advice regarding financial disclosure?	Yes	No	N/A
25. Did the client receive advice regarding pension options?	Yes	No	N/A
26. Was the client advised of the possibility of a "clean break" Consent Order, where appropriate?	Yes	No	N/A

PRIVATE LAW CHILDREN

27. Was the client advised regarding Parental Responsibility?	Yes	No	N/A	
28. Was the client advised regarding the role of CAFCASS?	Yes	No	N/A	
29. Was the client advised of the Courts' approach to cases involving domestic abuse?	Yes	No	N/A	
30. If there was a risk of abduction, was the client advised appropriately?		Yes	No	N/A
31. Was advice given about the weight to be given to the wishes and feelings of older children?	Yes	No	N/A	

PUBLIC LAW CHILDREN

32. Was the client advised of the local authority's responsibilities when proceedings have not been issued?	Yes	No	N/A
33. Was the client advised regarding the role of the Children's Guardian?	Yes	No	N/A
34. Was the client advised about the issues surrounding confidentiality and experts?	Yes	No	N/A
35. Was advice given at an interim stage regarding contact with a child in care?	Yes	No	N/A
36. If acting for a child, did the fee earner meet the child?	Yes	No	N/A
37. Where an older child has a different view from the Children's Guardian, was the child's competence dealt with?	Yes	No	N/A

Please comments on the overall conduct of this matter and state any concerns identified:

Is Corrective Action Required? (delete as Applicable)	YES/NO
If yes, date corrective action completed:	
If yes, date file handed back to reviewer for verification:	
If yes, date corrective action verified by reviewer:	
Signature of reviewer:	
Date:	