OFFICE CLOSURE/FILE DISBURSEMENT TRACKING CHART

Client Name	File Id. (Open/Closed No./Location	Reviewed by: (Reviewing Attorney Initials)	Discussed with Client (Date/Initial)	Client Instructions (Written/Verbal) (Instructions/Date/Initial)	File Copied (Date/Initial)	Mailed to New Attonrey (Date/Initial/Attorney)	Returned to Client (Method/Date/Initial)	Receipt from Client (Date)
	No., Location	Accornicy inicials)						
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