|  |  |
| --- | --- |
| **File Review Form (Conveyancing Sale)** |  |
| **Client name** |  | **File No** |  |
| **Fee earner** |  | **Reviewer** |  | **Date** |  |
| **Matter** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Issues Review** |  |  | Y | N | NA |
| Was the advice accurate, comprehensive and legally correct? |[ ] [ ] [ ]
| Has the fee earner undertaken all necessary actions? |[ ] [ ] [ ]
| Does the fee earner have sufficient experience to deal with case? |[ ] [ ] [ ]
| Are the advisor’s client-handling skills appropriate? |[ ] [ ] [ ]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Procedural Review | Y | N | NA |  | Y | N | NA |
| **FILE OPENING** | FILE MANAGEMENT |
| File opening procedures followed |[ ] [ ] [ ]  Undertaking identified/registered |[ ] [ ] [ ]
| Conflict searches conducted |[ ] [ ] [ ]  Key information maintained on file  |[ ] [ ] [ ]
| Initial risk assessment  |[ ] [ ] [ ]  Status of the matter apparent |[ ] [ ] [ ]
| Client ID checks/AML compliance |[ ] [ ] [ ]  Key dates recorded/diarised |[ ] [ ] [ ]
| Check on other party’s conveyancer |[ ] [ ] [ ]  Monies on account, if applicable |[ ] [ ] [ ]
| **INITIAL INSTRUCTIONS AND CLIENT CARE** | **CASE PROGRESSION** |
| Instructions/advice/action confirmed  |[ ] [ ] [ ]  Client updated on progress/costs |[ ] [ ] [ ]
| Timescales confirmed |[ ] [ ] [ ]  Risk Notices raised appropriately |[ ] [ ] [ ]
| Fee earner/supervisor: name/status  |[ ] [ ] [ ]  Response to calls/correspondence |[ ] [ ] [ ]
| Complaints procedure outlined |[ ] [ ] [ ]  **USE OF EXPERTS**  |
| Adequate costs information  |[ ] [ ] [ ]  Approved Experts/Counsel used |[ ] [ ] [ ]
| T&C provided |[ ] [ ] [ ]  Clear instructions/checking of reports |[ ] [ ] [ ]
| **CLOSED MATTERS**  |[ ]  **tick if not applicable** |  |  |  |
| Close of case letter |[ ] [ ] [ ]  Client documents returned, if relevant |[ ] [ ] [ ]
| Closing procedures/checklist complete |[ ] [ ] [ ]  Concluding risk assessment |[ ] [ ] [ ]
| **CONVEYANCING SALE**  |
| Sub-files used |[ ] [ ] [ ]  Correct copy documents on file |[ ] [ ] [ ]
| Complete documentation supplied or explanation given |[ ] [ ] [ ]  Proceeds of sale to clients |[ ] [ ] [ ]
| Correct searches on file |[ ] [ ] [ ]  Conveyancing Protocol compliance |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcome** | **Corrective action required?** |[ ]  Yes |[ ]  No |
| Reviewer’s observations  |  |
| Signed (reviewer) |  |
| Corrective actions  |  |
| **Date for completion** | **Fee earner confirmation** | **Reviewer verification** |
|  |  |  |