

# Sample Case File Review Checklist

## Case File Review

Date for Review: \_\_\_\_\_ Reviewed By: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Staff Name: \_\_\_\_\_

\_\_\_\_ Case file properly labeled with client name

### ***Left Side of Case File***

- \_\_\_\_ Preliminary Screening Form completely filled out
- \_\_\_\_ Intake Form completely filled out
- \_\_\_\_ Retainer Agreement signed and dated by agency representative and client(s)
- \_\_\_\_ Income Verification for Fee Waiver completely filled out
- \_\_\_\_ Copy of money order for legal services fees
- \_\_\_\_ Case notes provides detailed information of activities performed on the case

### ***Right Side of Case File***

- \_\_\_\_ Copies of all immigration applications
- \_\_\_\_ Copies of all supporting documentation (*VAWA Clients: Original documentation may be kept in the case file for client's safety*)
- \_\_\_\_ Copies of money orders for USCIS immigration fees
- \_\_\_\_ Copies of photos
- \_\_\_\_ Copies of any correspondences from USCIS or other government agencies
- \_\_\_\_ Copies of all correspondences sent to client regarding their case
- \_\_\_\_ Copies of any legal or factual research performed on the client's case
- \_\_\_\_ Copies of any other attorney work product,

Corrections Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date for 2<sup>nd</sup> Review: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Corrections Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Approval: \_\_\_\_\_ Reviewed By: \_\_\_\_\_