Taken or adapted from “Planning Ahead: A Guide to Protecting Your Client Interests in the Event of Your Death or Disbility” published by the Oregon State Bar Professional Liability Fund, 1999.

OFFICE CLOSURE FILE TRACKING CHART

FILE NAME	FILE NO.	REVIEWED	DISCUSSED W/CLIENT	INSTRUCTIONS RECEIVED	FILE COPIED	FILE TO NEW LAWYER	OTHER ACTION REQUIRED	RECEIPT REC'D & FILED