**File Review Note**

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| --- | --- |
| **Review Status:**  | Pending |

**File Review Details**

|  |  |
| --- | --- |
| Matter Number of File Reviewed: | 29 |
| Fee Earner of File Reviewed: | Please Select |
| Supervising Fee Earner of File Reviewed: | Please Select |
| Department of File Reviewed: | Please Select |
| Office of File Reviewed: | Please Select |
| Reason for Review: | Routine |
| Date of Original File Review: | 07/12/2021 |
| Date of Further File Review: | 02/07/2021 |
| Name of Person Carrying Out File Review: | Please Select |
| Status of Person Carrying Out File Review: | Partner |
| Name of Person Carrying out Further Review: | BENK |

**Compliance Review**

|  |  |
| --- | --- |
| Client Due Diligence Completed? | No |
| ID Obtained? | Yes |
| Was Engagement Letter Sent? | Yes |
| Date Engagement Letter Sent? | 01/06/2021 |
| Was Engagement Letter Signed and Returned? | Yes |
| Date Engagement Letter Signed and Returned? | 08/06/2021 |
| Costs Estimate Given and Updated if Necessary? | Yes |
| Current Status of the Matter Easily Identifiable? | Yes |
| Any Undertakings Have Been Recorded? | Not applicable |
| All Outstanding Undertakings Discharged? | Not applicable |

**Legal Review**

|  |  |
| --- | --- |
| Matter Progressed in a Timely Manner | Yes |
| Course of Action Offered/Taken Correct | Yes |
| All Appropriate Courses of Actions Considered | Not applicable |
| Accurate Legal Advice Given | Yes |
| Appropriate Legal Advice Given | Yes |
| Complete Legal Advice Given | Yes |

**File Management Review**

|  |  |
| --- | --- |
| All Key Dates Recorded Correctly | Yes |
| File Closed According to Procedure | Not applicable |
| File Properly Maintained | Yes |

**File Review Outcome**

|  |  |
| --- | --- |
| Comments on Further Review | No |
| Any corrective action required | No |
| Details of Corrective Action Required | ID Required - Complete |
| Further Review Required | Yes |