

## Model Case Opening Policy

[ORGANIZATION] shall endeavor to open and maintain client files in a uniform and organized manner. To that end, [ORGANIZATION] shall create a case opening checklist and open all client cases according to the following steps:

1. Set up client file. Client file shall contain, at a minimum:
  - a. Copy of the case opening checklist;
  - b. Client engagement letter;
  - c. Copies of all client documents, organized by type (e.g. Personal Documents; Immigration Court Documents; Custody Documents)
2. Set up client matter in case management system;
3. Set up reminder system and calendar all upcoming deadlines;
4. Run conflict search;
5. Document conflict search date and result;
6. Give file to the attorney or legal representative for review and commencement of work;
7. Attorney or legal representative reviews all documents and verifies all due dates, workflows, and the scope of work;
8. Attorney or legal representative creates a customized checklist for the matter.