

CLIENT CLOSING FORM

Case #: _____

Alternate #: _____

Date Closed: _____

Name of Client: _____
(First Name) (Last Name) or (Company/Organization Name)

Supervising Atty: _____ Intern: _____

Case Summary: (Be Brief! Include what was done, if it may re-open and why)

Was Closing Letter sent to Client? _____

Supervisor needs to sign this form: _____ Date: _____

CASE TYPES Check One

_____ FF - Forms Filed
_____ FRV - Further Review
_____ RC1 - Closed/Advice Only
_____ RC2 - Closed/Brief Service
_____ RC3 - Closed/No Merit

_____ RC5 - Closed/Admin. Decision
_____ RC6 - Closed/Court Decision
_____ RC7 - Closed/Eligibility Status
_____ RC8 - Closed/Negotiated Settlement
_____ RC9 - Closed/Other

CASE OUTCOME: Check One

_____ (W)on
_____ (L)ost
_____ (N)ot Apply
_____ (M)ixed Result
_____ (F)iled Forms