

File Folder Checklist

- CLIENT INFORMATION SHEET**
 - Signed in both places, fully filled out
 - Info in CFW matches CIS
 - Client is income and asset eligible
- REPRESENTATION AGREEMENT**
 - Signed by client & Advocate
- Case meets priorities. Case plan entered in CFW**
- DISCLOSURE STAMP on PLEADING (if needed)**

Case Closed on _____

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