**SETTLEMENT MEMO CHECKLIST**



1. Have we confirmed how to make the check out? YES
2. If client’s name, DL, SS card, TAR, HI card (highlight one).
3. If deceased – is it wrongful death to the beneficiary? YES

* If so, does that match above and on the SM? NA
  1. Is it to the estate? NA
  2. Has estate been set up? NA

1. Is the Client still treating? NO
2. If on a lien has client been advised to discontinue?
3. If no, last date of service:
4. Does last DOS correspond to VT? YES
5. Did the client settle for policy limits? NO
6. If yes, is there other available coverage? NA
7. If no other coverage:

* Resident Relatives check? NA
* Possible excess BI? NA
* Possible other Defendants? NA

1. UCC lien check?
2. Were there any liens? NO
3. If yes, are they accounted for on VT? NA

* If not, has Managing Partner signed off? NA

1. If no, has screenshot been saved to file? YES
2. Medpay
3. Was there medpay on any policy? NO
4. If not, is there a signed rejection on file? NA
5. If yes, is there a med pay ledger in the file? NA
6. Was medpay exhausted? NA
7. If not, did the billed charges exceed limit? NA
8. Are all balance confirmations tagged **final settlement**? YES
9. Are all deposits recorded and invoice notes on QB? YES
10. Has Invoice Notes been crosschecked with QB log? YES
11. Are there any outstanding invoices not on the QB? NO
12. Did any of the following occur:

* Mediation;
* Deposition;
* Expert Report;
* Investigator Services;
* Outstanding records request;
* Probate fees and/or estate costs;
* Westlaw Charges NO

1. Are these accounted for on QB: NA
2. Does QB match value tab? YES
3. Are all reduction requests finalized? YES
4. Fee Reduction? NO
5. Percentage fee post reduction: --
6. Fee Split
7. Is there a co-counsel on the case? NO
8. If yes, are their fees on the SM? NA
9. Do we need to hold any funds in trust? NO
10. Is it for a potential lien or subro? NA
11. Date all funds will be distributed.
12. Is it for a cost retainer? NO
13. Date all funds will be distributed. \_\_\_\_\_\_\_\_
14. Have we emailed and text message review link to client: YES