Osprey Approach: File Review

This help guide was last updated on Sep 19th, 2023

The latest version is always online at https://support.ospreyapproach.com/?p=43599

Click here for a printer-friendly version

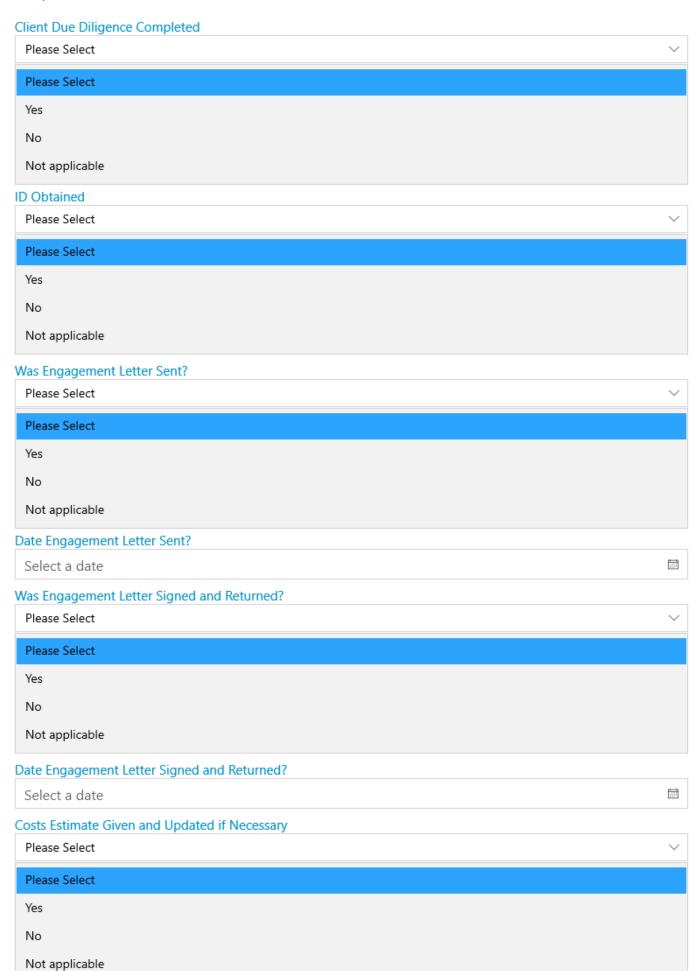


Designed to be used as its own "matter". Allows file reviews to be undertaken and reported on all within osprey. Key dates record when Corrective action is due by, and the suite of reports allows for the COLP to monitor compliance. Reports can be run by department allowing department supervisors to manage their departments review compliance.

FILE REVIEW DETAILS Matter Number of File Reviewed Fee Earner of File Reviewed Please Select Please Select Your Fee Earners Here Supervising Fee Earner of File Reviewed Please Select Please Select Your Fee Earners Here Department Please Select Please Select Your Departments Here Office Please Select Please Select Your Branches Here Reason for Review Please Select Please Select Routine Fee Earner Request Complaint Supervisor Request Date of File Review Select a date Name of Person carrying out File Review Please Select Please Select Your Fee Earners Here Status of Person carrying out File Review

FILE REVIEW QUESTIONNAIRE COMPLIANCE REVIEW

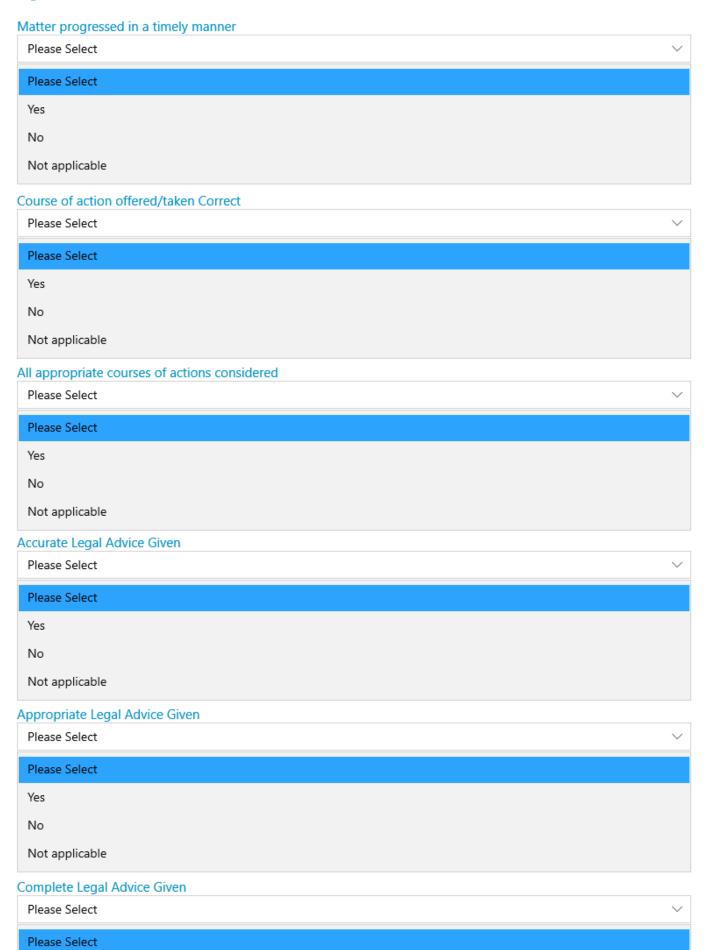
Compliance Review



FILE REVIEW QUESTIONNAIRE LEGAL REVIEW

Legal Review

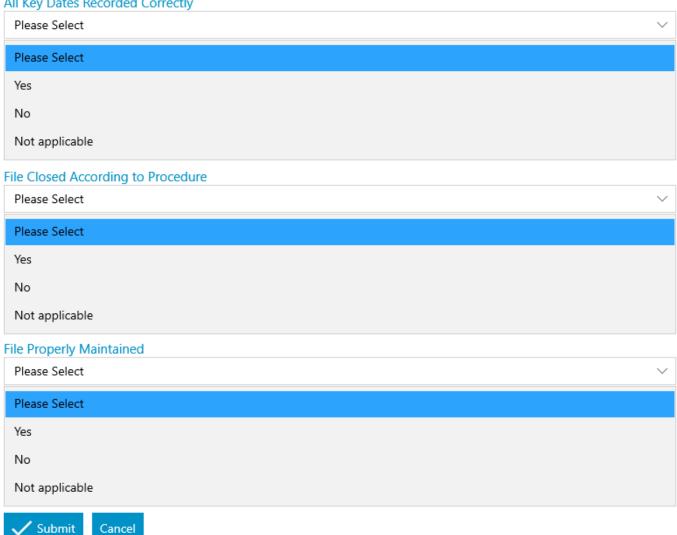
Yes



FILE REVIEW QUESTIONNAIRE FILE MANAGEMENT REVIEW

File Management Review

All Key Dates Recorded Correctly



FILE REVIEW OUTCOME

Any corrective action required

Please Select

Yes

No

Details of Corrective Action Required

Further Review Required

Please Select

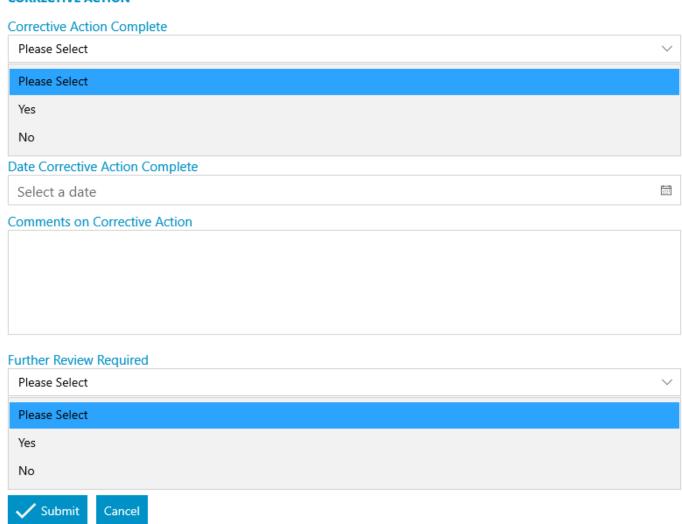
Yes

No

V

Submit Cancel

CORRECTIVE ACTION



FILE REVIEW QUESTIONNAIRE COMPLIANCE REVIEW

Compliance Review

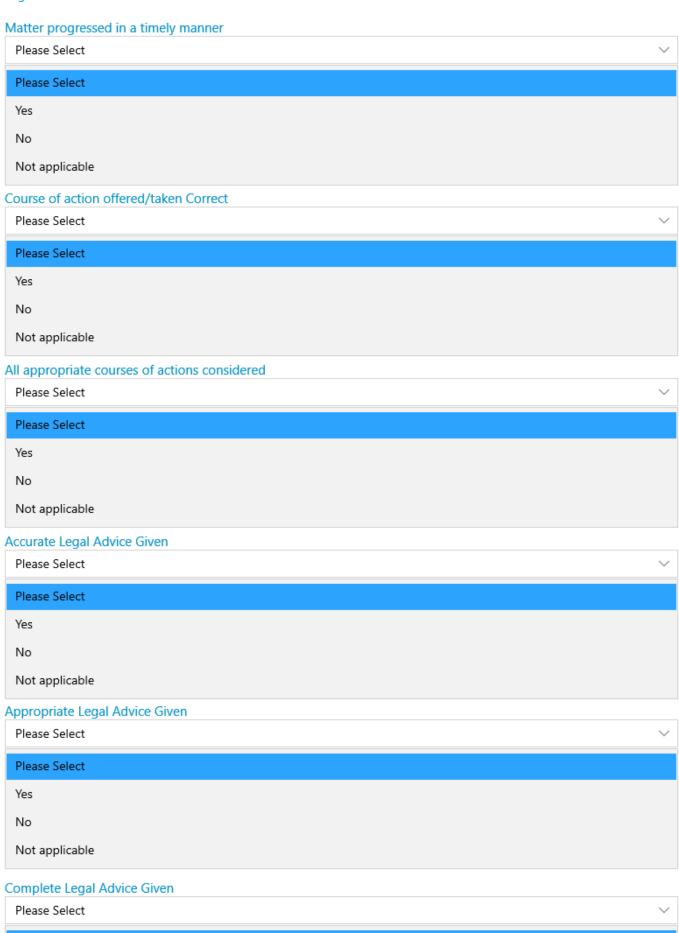
Client Due Diligence Completed	
Please Select	V
Please Select	
Yes	
No	
Not applicable	
ID Obtained	
Please Select	V
Please Select	
Yes	
No	
Not applicable	
Was Engagement Letter Sent?	
Please Select	· ·
Please Select	
Yes	
No	
Not applicable	
Date Engagement Letter Sent?	
Select a date	
Was Engagement Letter Signed and Returned?	
Please Select	V
Please Select	
Yes	
No	
Not applicable	
Date Engagement Letter Signed and Returned?	
Select a date	
Costs Estimate Given and Updated if Necessary	
Please Select	V
Please Select	
Yes	
No	
Not applicable	

FILE REVIEW QUESTIONNAIRE LEGAL REVIEW

Legal Review

Please Select

Yes



FILE REVIEW QUESTIONNAIRE FILE MANAGEMENT REVIEW

File Management Review

✓ Submit

Cancel

All Key Dates Recorded Correctly Please Select Please Select Yes No Not applicable File Closed According to Procedure Please Select Please Select Yes Νo Not applicable File Properly Maintained Please Select Please Select Yes No Not applicable

✓ Submit

Cancel

FURTHER REVIEW Further Review Complete Please Select Please Select Yes No Date of Further Review Select a date Name of Person carrying out further review Please Select Please Select Your Fee Earners Here Comments on Further Review Any corrective action required Please Select Please Select Yes Νo **Details of Corrective Action Required**

Corrective Action File Note

Corrective Action File Note

Review Status:	{ MERGEFIELD FR DETAIL FR STATUS }
	,

File Review Details

Matter Number of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_MATTER }
Fee Earner of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_FEE_EARN }
Supervising Fee Earner of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_SUP_FEE_EARN }
Department of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_DEPT }
Office of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_OFFICE }
Reason for Review:	{ MERGEFIELD FR_DETAIL_FR_REV_REASON }
Date of File Review:	{ MERGEFIELD FR_DETAIL_FR_DATE_REVIEW }
Name of Person Carrying Out File Review:	{ MERGEFIELD FR_DETAIL_FR_REVIEWER }
Status of Person Carrying Out File Review:	{ MERGEFIELD FR_DETAIL_FR_STAT_REVIEW }

File Review Outcome

Any corrective action required	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT }
Details of Corrective Action Required	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_REQ }

Corrective Action

Corrective Action Complete	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_COM }
Date Corrective Action Complete	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_D }
Comments on Corrective Action	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_DET }
Further Review Required	{ MERGEFIELD FR_CORR_ACT_FR_FUR_REV }

File Review Note

File Review Note

<u>File Review Note</u>		
Review Status:	{ MERGEFIELD FR_DETAIL_FR_STATUS }	
File Review Details		
Matter Number of File Reviewed:	{ MERGEFIELD FR DETAIL FR MATTER }	
Fee Earner of File Reviewed:	{ MERGEFIELD FR DETAIL FR FEE EARN }	
Supervising Fee Earner of File Reviewed:	{ MERGEFIELD FR DETAIL FR SUP FEE EARN }	
Department of File Reviewed:	{ MERGEFIELD FR DETAIL FR DEPT }	
Office of File Reviewed:	{ MERGEFIELD FR DETAIL FR OFFICE }	
Reason for Review:	{ MERGEFIELD FR DETAIL FR REV REASON }	
Date of File Review:	{ MERGEFIELD FR DETAIL FR DATE REVIEW }	
Name of Person Carrying Out File Review:	{ MERGEFIELD FR DETAIL FR REVIEWER }	
Status of Person Carrying Out File Review:	{ MERGEFIELD FR_DETAIL_FR_STAT_REVIEW }	
Compliance Review	[[
Client Due Diligence Completed?	[MEDCELLE DED INIT DEV ED COMD]	
ID Obtained?	{ MERGEFIELD FR_INIT_REV_FR_CDD_COMP }	
	{ MERGEFIELD FR_INIT_REV_FR_ID_OBTAIN }	
Was Engagement Letter Sent?	{ MERGEFIELD FR_INIT_REV_FR_CC_SENT }	
Date Engagement Letter Sent?	{ MERGEFIELD FR_INIT_REV_FR_D_CC_SENT }	
Was Engagement Letter Signed and Returned?	{ MERGEFIELD FR_INIT_REV_FR_CC_RET }	
Date Engagement Letter Signed and Returned?	{ MERGEFIELD FR_INIT_REV_FR_D_CC_RET }	
Costs Estimate Given and Updated if Necessary?	{ MERGEFIELD FR_INIT_REV_FR_COSTS }	
Current Status of the Matter Easily Identifiable?	{ MERGEFIELD FR_INIT_REV_FR_CURRENT_STAT }	
Any Undertakings Have Been Recorded?	{ MERGEFIELD FR_INIT_REV_FR_UNDER_REC }	
All Outstanding Undertakings Discharged?	{ MERGEFIELD FR_INIT_REV_FR_UNDER_DIS }	
Legal Review		
Matter Progressed in a Timely Manner	{ MERGEFIELD FR_INIT_REV_FR_MAT_PROG }	
Course of Action Offered/Taken Correct	{ MERGEFIELD FR_INIT_REV_FR_COURSE_ACT }	
All Appropriate Courses of Actions Considered	{ MERGEFIELD FR_INIT_REV_FR_ALL_OPTS }	
Accurate Legal Advice Given	{ MERGEFIELD FR_INIT_REV_FR_QUAL_ACC }	
Appropriate Legal Advice Given	{ MERGEFIELD FR_INIT_REV_FR_QUAL_APP }	
Complete Legal Advice Given	{ MERGEFIELD FR_INIT_REV_FR_QUAL_COMP }	
File Management Review		
All Key Dates Recorded Correctly	{ MERGEFIELD FR_INIT_REV_FR_KEY_DATES }	
File Closed According to Procedure	{ MERGEFIELD FR_INIT_REV_FR_FILE_CLOSED }	
File Properly Maintained	{ MERGEFIELD FR_INIT_REV_FR_FILE_MAINT }	
File Review Outcome		
Any corrective action required	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT }	
Details of Corrective Action Required	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_REQ }	

{ MERGEFIELD FR_CORR_ACT_FR_FUR_REV }

Further Review Required

Further File Review Note

File Review Note

<u>FII</u>	e Review Note	
Review Status:	{ MERGEFIELD FR DETAIL FR STATUS }	
File Review Details		
Matter Number of File Reviewed:	{ MERGEFIELD FR DETAIL FR MATTER }	
Fee Earner of File Reviewed:	{ MERGEFIELD FR DETAIL FR FEE EARN }	
Supervising Fee Earner of File Reviewed:	{ MERGEFIELD FR_DETAIL_FR_SUP_FEE_EARN }	
Department of File Reviewed:	{ MERGEFIELD FR DETAIL FR DEPT }	
Office of File Reviewed:	{ MERGEFIELD FR DETAIL FR OFFICE }	
Reason for Review:	{ MERGEFIELD FR DETAIL FR REV REASON }	
Date of Original File Review:	{ MERGEFIELD FR DETAIL FR DATE REVIEW }	
Date of Further File Review:	{ MERGEFIELD FR CORR ACT FR FUR REV D }	
Name of Person Carrying Out File Review:	{ MERGEFIELD FR DETAIL FR REVIEWER }	
Status of Person Carrying Out File Review:	{ MERGEFIELD FR_DETAIL_FR_STAT_REVIEW }	
Name of Person Carrying out Further Review:	{ MERGEFIELD FR_CORR_ACT_FR_FUR_REV_FE }	
Compliance Review Client Due Diligence Completed?	(MEDICELLE DED INIT DEV ED COMP.)	
ID Obtained?	{ MERGEFIELD FR_INIT_REV_FR_CDD_COMP }	
	{ MERGEFIELD FR_INIT_REV_FR_ID_OBTAIN }	
Was Engagement Letter Sent?	{ MERGEFIELD FR_INIT_REV_FR_CC_SENT }	
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Date Engagement Letter Signed and Returned?	{ MERGEFIELD FR_INIT_REV_FR_D_CC_RET }	
Costs Estimate Given and Updated if Necessary?	{ MERGEFIELD FR_INIT_REV_FR_COSTS }	
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Details of Corrective Action Required	{ MERGEFIELD FR_CORR_ACT_FR_CORR_ACT_REQ }	
2 State of Soft Conference in Required	(

{ MERGEFIELD FR_CORR_ACT_FR_FUR_REV }

Further Review Required