CLIENT MATTER FOLDERS

This Document sets out the filing process we use for client matters.

INSIGHT FILING

1.   Insight is designed to store the main bulk of our client matter files in the following places:

　　1.1   MATTER FILES: stores all mater documents and correspondence.

　　1.2   CLIENT FOLDER: to store AML and client ID.

2.   **INSIGHT MATTER FILES**

　　2.1   Matter files is accessible through the Matter File tab when you are viewing the matter, or by clicking the folder tab on the right hand side to open S//:drive.

　　2.2   Each client matter should contain the following minimum folders for filing on set up:

　　(a)   **Ac**

　　(b)   **Client Care**

　　(c)   **Corres**

　　(d)   **Client Docs**

　　2.3   Each PROPERTY client matter should contain the following minimum folders for filing on set up:

　　(a)   **Ac**

　　(b)   **Client Care and AML**

　　(c)   **Client Corres**

　　(d)   **Party Corres**

　　(e)   **Contract Docs**

　　(f)   **Core Docs**

　　(g)   **Post Completion.**

These folders within Matter Files are the responsibility of the fee earner and can be added at discretion. In any event, designated folders must be used within Matter Files, as otherwise the matter becomes disorganised.

2.4   You can save files by directly dragging and dropping them onto Insight or the S://Drive. If you are saving from outlook, by clicking "send to Insight" you are given the option of selecting a current folder within the Matter File. Utilising this function will save time and keep matter files organised.

3.   **AML**

3.1   Clients now have their own folder on Insight separate from the matters. This can be accessed by clicking on the client folder. AML information can be stored against the client specifically, therefore when a new matter is opened for that client, the AML information will already be recorded.

3.2   Insight automatically generates a Client ID folder for our records, accessible either directly through Insight, or through *S://drive/Insight/Documents/Clients.*

PAPER FILING

1. Whilst Insight will hold the majority of documents, paper filing will still be necessary. Please keep paper files tidy and in sections as necessary.

2. Paper files should be referenced as:

[CLIENT NAME]   [CLIENT REF]
[MATTER DESCRIPTION]   [MATTER REF]