

Holiday Coverage Checklist

Complete and sign off BEFORE any planned closure.

FirmFootling

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Firm / office:

Closure period:

to

Coverage owner (present and reachable throughout):

☐ **Trigger recognized.**

The closure is on the calendar and this checklist was started before it, not during.

☐ **Coverage owner assigned.**

One named person owns coverage for the whole period and knows it.

☐ **Deadlines identified.**

Every deadline falling during or just after the closure is listed by matter number below.

attorney owns the deadline

☐ **Each covered deadline has a present owner.**

No covered deadline is owned by someone who will be away.

attorney owns the deadline

☐ **Escalation rerouted.**

Escalation contacts are set so a missed reminder still reaches someone on duty.

☐ **Client communication configured.**

Auto-replies / status messages set expectations for the closure.

Covered deadlines (matter numbers only):

Pre-close sign-off (attorney):

Date:

This checklist supplements, never replaces, official docketing. FirmFootling is not a law firm and does not provide legal advice.

This checklist holds matter numbers and coverage metadata only, never privileged content.

The attorney owns the law, the official docket, and every legal judgment. Matter numbers and metadata only.