

## 8 *Legal Matter Closeout*

### 8.1 Final Invoice Package

At the conclusion of a matter, you should submit your final Invoice Package within 90 days of conclusion. It is important that you note on the invoice and the LIF&E form that this is a final Invoice Package. Refer to [Chapter 7](#) for procedures for submitting your Invoice Package.

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### 8.2 Forwarding Documents to FDIC

Before forwarding any documents to the FDIC, consult with your Oversight Attorney. When requested by the FDIC upon completion of the legal matter, you must return any FDIC materials (e.g., original documents from a financial institution) and forward all substantive legal work product not previously submitted. Failure to do so may delay or prevent payment of your final invoice.

**NOTE:** For purposes of subsequent audit, Outside Counsel must retain certain documentation. Refer to [Chapter 1, Section 1.7](#) and [Chapter 7, Section 7.11](#). Your failure to maintain required documentation may cause the FDIC to disallow previously paid fees and expenses.

### 8.3 Post- Representation Responsibilities

As former FDIC Outside Counsel, you have responsibilities that continue after you no longer represent the FDIC. Refer to [Chapter 9](#) for details.

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