Handling Settlement Funds in Clio and QuickBooks

All settlement funds must be deposited into firm's IOLTA account and verified as cleared deposits before checks are written against funds.

Complete a Check Request Form before issuing settlement checks. Include copy of court settlement agreement.

In Clio, during engagement, add all expenses firm paid to Clio under Activities>Expenses.

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Adding settlement funds, disbursing settlement fees to 3rd parties, paying the firm for their portion and disbursing the funds to the client

All checks written in QuickBooks must be accounted for in Clio.

In Clio, add the settlement finds/check to the matter, from the matter dashboard, under Transactions

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