

C-File Review Checklist

Review a dense claim file by source, condition, date, and evidence gap.

Create a records map

- ☐ Group documents by condition, date, source, and claim stage.
- ☐ Separate service records, medical records, C&P exams, rating decisions, and correspondence.
- ☐ Mark duplicates, illegible pages, missing pages, and documents that need closer review.
- ☐ Write a short summary for each important document.

Look for gaps and conflicts

- ☐ Find conditions mentioned in records but not clearly addressed in decisions.
- ☐ Compare C&P exam conclusions with treatment records and lay evidence.
- ☐ Mark missing service treatment records, private records, or exam pages.
- ☐ Separate factual contradictions from questions that need accredited or medical review.

Prepare the next packet

- ☐ Create an issue list with supporting records and unanswered questions.
- ☐ Write what you need to request, verify, or discuss with official help.
- ☐ Keep sensitive files secure and delete copies you no longer need.
- ☐ Do not upload or share more than necessary.

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