

## Attorney Billable Hours Chart

## Personal Information

Attorney Name: \_\_\_\_\_

Attorney ID/Bar Number: \_\_\_\_\_

Firm/Office: \_\_\_\_\_

## Billing Period

**Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

## Daily Time Entries

[illegible]



## Summary

Total Hours This Period: \_\_\_\_\_

Total Billable Amount: \$\_\_\_\_\_

## Billing Codes Reference

RES - Legal Research

DOC - Document Preparation/Review

COR - Correspondence (Email/Letters)

PHC - Phone Calls

CNF - Client/Witness Conferences

DEP - Depositions

HRG - Court Hearings

TRL - Trial Preparation/Attendance

TRV - Travel Time

ADM - Administrative Tasks

## Non-Billable Time (Internal Use)

Date	Activity Description	Hours	Notes


### Submission Information

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Date Approved: \_\_\_\_\_

\_\_\_\_\_

**Note:** Time entries should be recorded in 0.1 hour (6-minute) increments.