Attorney Billable Hours Log

Attorney Informa	ation	
Name:		
Bar ID/Number:		
Law Firm:		-
Billing Cycle		
Month:	Year:	

Time Entries

Date	Client & Matter	Task Performed	Start	End	Time	Rate \\$	\$ Billed	Task Code
	Case #							

D:	lling Cum		!	!		
	Iling Sum	ours:				
IOT	ai Amount Bi	lled: \$				
Та	sk Codes					
RE	S: Legal Res	earch				
DC	C: Documen	t Drafting/Revi	ew			
CC	R: Correspo	ndence (Email	, Letters)			
PH	IN: Phone Co	nference				
MT	G: Client/Wit	ness Meeting				
DE	P: Deposition	ı				
HR	RG: Court Hea	aring				
TR	L: Trial Work					
TR	V: Travel					
AD	M: Administr	ative (Billable	f client-re	lated)		
NB	L: Non-Billab	le (Internal)				
Re	eview and	Approval				
Pre	epared By:					
Da	te:					
Apı	proved By: _					
Αp	proval Date: _.					

Note: Please record all time in increments of 0.1 hours (6 minutes). Use the provided task codes for accurate billing.