

Case#:

Client Name:

Paralegal Name:

Reports To:

Week#:

WORK RECORDED							
Category	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work type							
Start Time							
End Time							
Less Lunch							
TOTAL HOURS PER DAY							
TOTAL HOURS FOR WEEK IN-COURT							
TOTAL HOURS FOR WEEK OUT-OF-COURT							

CLIENT STATEMENT

Client: \_\_\_\_\_  
(signature)

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

PARALEGAL STATEMENT

Paralegal: \_\_\_\_\_  
(signature)

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