**DAILY ATTORNEY TIMESHEET TEMPLATE **

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTORNEY NAME** |   | **CLIENT NAME** |   |
| **CASE NUMBER** |  | **DATE** |   | **HOURLY RATE** |  |
|   |   |   |   |   |   |
| **HOUR OF DAY** | **OUT OF COURT** | **IN COURT** | **SERVICE DESCRIPTION** | **OTHER PAID** | **TOTAL HOURS** |
| 12:00 AM |  |  |  |  |  |
| 1:00 AM |  |  |  |  |  |
| 2:00 AM |  |  |  |  |  |
| 3:00 AM |  |  |  |  |  |
| 4:00 AM |  |  |  |  |  |
| 5:00 AM |  |  |  |  |  |
| 6:00 AM |  |  |  |  |  |
| 7:00 AM |  |  |  |  |  |
| 8:00 AM |  |  |  |  |  |
| 9:00 AM |  |  |  |  |  |
| 10:00 AM |  |  |  |  |  |
| 11:00 AM |  |  |  |  |  |
| 12:00 PM |  |  |  |  |  |
| 1:00 PM |  |  |  |  |  |
| 2:00 PM |  |  |  |  |  |
| 3:00 PM |  |  |  |  |  |
| 4:00 PM |  |  |  |  |  |
| 5:00 PM |  |  |  |  |  |
| 6:00 PM |  |  |  |  |  |
| 7:00 PM |  |  |  |  |  |
| 8:00 PM |  |  |  |  |  |
| 9:00 PM |  |  |  |  |  |
| 10:00 PM |  |  |  |  |  |
| 11:00 PM |  |  |  |  |  |
| **TOTAL HOURS** |  |  |  |  |  |
|  |  |  |  | **GROSS PAY** |  |
|  |  |  |  |
| **ATTORNEY SIGNATURE** |   | **DATE** |   |
|  |  |  |  |  |  |
| **MANAGER SIGNATURE** |  | **DATE** |   |

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