# **Weekly timesheet**

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| **ATTORNEY** **NAME:** |  |  |  |
| **MANAGING** **PARTNER / REVIEWER:** |  |  |  |
| **CLIENT:** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **DATE** | **Case number** | **Description** | **Start** | **Finish** | **Regular hrs** | **Overtime** | **Other hrs** | **TOTAL** **HOURS** |
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| **TOTAL HOURS** |  |  |  |  |  |  |  |  |
| **HOURLY RATE** |  |  |  |  |  |  |  |  |
| **TOTAL PAY** |  |  |  |  |  |  |  |  |
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| **ATTORNEY SIGNATURE** |  |  | **DATE** |  |  |
|  |  |  |  |  |  |  |  |  |
| **MANAGING PARTNER/REVIEWER SIGNATURE** |  | **DATE** |  |  |
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