# **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** | |  |  |
|  |  |  |  |  |  |  |  |  |