DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

**DAILY ACTIVITY/TIME SHEET**

**UT Legal & Paralegal Studies Program**

Name of Internship Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Time of Arrival:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Departure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client** | **File** | **Work Performed\*** | **Time****to tenth of hour\*\*** | **Paralegal/****Attorney** |
|  |  |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |
| xxxxx | xxxxx |  |  |  |

 SHEET TOTAL**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

RUNNING TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Paralegal Intern

|  |  |  |
| --- | --- | --- |
| \*Codes for Work Performed |  | \*\* Conversion of Time into Decimals |
| C-Conference with | NC-Non Chargeable Time | 6 Minutes = .1 Hour | 36 Minutes = .6 Hour |
| CT-Court Hearing | P-Preparation Of | 12 Minutes = .2 Hour | 42 Minutes = .7 Hour |
| D-Dictation Of | PC-Phone Conference With | 15 Minutes = .25 Hour | 45 Minutes = .75 Hour |
| LF-Letter From | R-Review Of | 18 Minutes = .3 Hour | 48 Minutes = .8 Hour |
| LR-Legal Research | RV-Revision Of | 24 Minutes = .4 Hour | 54 Minutes = .9 Hour |
| LT-Letter To | SA-Sum Advanced For | 30 Minutes = .5 Hour | 60 Minutes = 1.0 Hour |