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## How To Use This Template

**Disclaimer.** This template is for notation purposes only and is not designed to meet compliance or deliver specific results. Please refer to relevant local guidelines to confirm requirements and adjust this template accordingly.

### Explanation of each sheet

**Billing Details (Tab 2)** Information about this timesheet and requirements for standardized time entries

**[DATE] Template (Tab 3)** Areas to log time and review totals for each day

### How to use this sheet

**Billing Details** Enter Date, Attorney's Name, [Law Firm Name], and custom billing codes manually

**[Date] Template** Change "[DATE]" to the day's date

Enter Case Number, Client Name, Billing Code, Task, Description, Rate, Start Time, End Time, and Total Time manually for each entry.

In the top header row, select the filter icon if you wish to filter entries

Do **NOT** edit cells with formulas unless intentionally editing the formula. Such cells are labeled. Unintended editing will cause the formula to break

Create a copy for each day

### How to export the Google Sheet as another file format

**Step 1** Navigate to "File" at the top of the screen

**Step 2** Hover over "Download"

**Step 3** Select your desired format, e.g. "Microsoft Excel (.xlsx)"

**Step 4** Check your downloads folder for the file

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**[Law Firm Name] Law Firm Time Sheet**

**Lawyer Name:**

*Insert Name*

**Billable Hours Chart (Tenths)**

<b>Time</b>	<b>Time Increment</b>
0.1	1-6 minutes
0.2	7-12 minutes
0.3	13-18 minutes
0.4	19-24 minutes
0.5	25-30 minutes
0.6	31-36 minutes
0.7	37-42 minutes
0.8	43-48 minutes
0.9	49-54 minutes
1.0	55-60 minutes

*\* Update as needed*

**Billing Codes** *(Add codes as needed)*

<b>Code</b>	<b>Description</b>
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