

[Try Hourly's time tracking for lawyers for free!](#)



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 Information about this timesheet and requirements for standardized time entries

Week #: DATES Areas to log time and review totals for each week

Monthly Template Auto-population and auto-calculation of weekly data from preceding sheets

How to Use This Sheet

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

Week #: DATES Rename the sheet to reflect the date range. For example, "Week 1-3/31/25-4/4/25"

Enter Date, 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

Monthly Template Update "Month" with the date range for this sheet

All Sheets Do **NOT** move any section of the templates as formulas correspond to certain cells

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

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. For example, select "Microsoft Excel (.xlsx)" to save as an Excel Spreadsheet |
| | Step 4 Check your computer's downloads folder to find the file |

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[Law Firm Name] Law Firm Time Sheet

Lawyer Name:

Insert name

Billable Hours Chart (Tenths)

Time	Time Increment
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)*

Code	Description
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| *Insert Month*

Week Total Time -DO NOT EDIT-
(automatically calculated)

6.7

Week Rate Total -DO NOT EDIT-
(automatically calculated)

\$2,155

*** Do not edit below row 4! Values are automatically populated ***

Date	Case Number	Client Name	Billing Code	Task	Description	Rate	Start Time	End Time	Total Time (refer to billable hours chart)	Rate Total -DO NOT EDIT- (automatically calculated)
4/1/2025	1878	Miller	P300	Example Task	Example Description	\$300	12:45 PM	3:00 PM	2.3	\$690
4/7/2025	1878	Miller	A111	Example Task	Example Description	\$500	7:00 AM	8:35 AM	1.6	\$800
4/15/2025	1878	Miller	A123	Example Task	Example Description	\$150	8:00 AM	8:30 AM	0.5	\$75
4/21/2025	1878	Miller	A105	Example Task	Example Description	\$300	11:00 AM	12:15 PM	1.3	\$390
4/29/2025	1878	Miller	A234	Example Task	Example Description	\$200	8:00 AM	8:55 AM	1	\$200