

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



How To Use This Template

Disclaimer: This template is for educational purposes only and is not guaranteed or implied to meet compliance or deliver specific results. Please consult your local Bar Association and government entities to confirm requirements and adjust this template accordingly.

Explanation of Each Sheet

Billing Details Information about this timesheet and requirements for standardized time entries

Monday/Tuesday/etc. Areas to log time and review totals for each day of the week

Weekly Template Auto-population and auto-calculation of daily data from preceding sheets

How to Use This Sheet

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

DAY: DATE Rename the sheet to reflect the date range. For example, "Monday: 3/31/2025"

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

Weekly Template Update "Dates" with the date range for this sheet

All Sheets Do **NOT** move any section of the template 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



March 31, 2025 – April 4, 2025

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

7.3

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

\$2,290

*** 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)
3/31/2025	1878	Miller	P260	Example Task	Example Description	\$200	9:00 AM	10:00 AM	1	\$200
4/1/2025	1878	Miller	A123	Example Task	Example Description	\$150	8:00 AM	8:30 AM	0.5	\$75
4/2/2025	1878	Miller	A789	Example Task	Example Description	\$100	6:00 AM	6:10 AM	0.2	\$20
4/3/2025	1878	Miller	A234	Example Task	Example Description	\$200	8:00 AM	8:55 AM	1	\$200
4/4/2025	1878	Miller	A111	Example Task	Example Description	\$200	5:00 AM	6:35 AM	1.6	\$320
4/5/2025	1878	Miller	A235	Example Task	Example Description	\$500	1:00 PM	3:30 PM	2.5	\$1,250
4/6/2025	1878	Miller	A235	Example Task	Example Description	\$450	10:00 AM	10:30 AM	0.5	\$225