

LEGAL TIMEKEEPING SYSTEM SAN-25-SH

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 1020
or 2040 Chargeable Time Slips
- 50
or 100 Time and Money Recap Sheets
- 100 Mount Sheets
- 2 or 4 Folding Pegboard Folios

Preparing a Time Slip

1. Place one Time and Money Recap Sheet on the pegboard by placing the third peghole over the top peg.
2. Place one bank of shingled Time Slips over the Recap Sheet. The posting line of the Time Slip must align with the first writing line of the Recap Sheet.
3. Beginning at the left of the Time Slip, enter the Date, Attorney's Initials, Client Name and Legal Matter. (See A of illustration 1)
4. Using the Code Classifications, enter the appropriate code. (See B of illustration 1)
5. Refer to the Time Conversion chart at the top of the Recap Sheet. Determine the appropriate time code and enter on Time Slip. (See C of illustration 1)
6. Enter the appropriate charge in the last box on the Time Slip. (See D of illustration 1)
7. Record any additional comments in the center. (See E of illustration 1)

The illustration shows a 'TIME and MONEY RECAP' sheet at the top, which includes a 'TIME CONVERSION' chart and a table for recording charges. Below this is a 'CODE CLASSIFIC' section with categories A through T. The main form is a grid with columns for DATE, INITIALS, CLIENT, MATTER, CODE, TIME, and MONEY. Handwritten entries include '4/10/xx', 'K.D.', 'ABC Co.', '2681', 'C', '2.5', and '\$250.00'. A 'CODE CLASSIFIC' section lists categories: A COURT APPEARANCE, B BRIEFING, C CONFERENCE, D DICTATION, E FACTS INVESTIGATION, F PREPARATION, G SETTLEMENT, H OTHER, I TELEPHONE, J, K, L, M, N, O, P, Q, R, S, T. An 'ADDITIONAL COMMENTS' section contains the handwritten text 'Discussion of case strategy'. Callouts A through E point to specific areas: A points to the top header area, B points to the 'CODE CLASSIFIC' section, C points to the 'CODE' column, D points to the 'MONEY' column, and E points to the 'ADDITIONAL COMMENTS' section.

DATE	INITIALS	CLIENT	MATTER	CODE	TIME	MONEY
4/10/xx	K.D.	ABC Co.	2681	C	2.5	\$250.00

ADDITIONAL COMMENTS: Discussion of case strategy

ILLUSTRATION #1

Using the Mount Sheet:

1. At the top, write the Responsible Person (Attorney's Name), Legal Matter and Client's Name. (See A of illustration 2)
2. Detach the completed time slip at the perforation and attach it to the appropriate Mount Sheet. (See B of illustration 2)

Note: All time slips on one Mount Sheet must be for the same client. This provides an easy reference of time charged and billed for each client.

K. Doyle
RESPONSIBLE PERSON

2681
MATTER

ABC Co.
CLIENT

Check Appropriate Blocks Indicating Time Slip Billed

<i>4/10/XX</i> DATE	<i>K.D.</i> INITIALS	<i>ABC Co.</i> CLIENT	<i>2681</i> MATTER	<i>C</i> CODE	<i>2.5</i> TIME	<i>250.00</i> MONEY
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A. Enter Attorney's Name, Case Number or Matter and Client Name

CODE CLASSIFICATION

A. COURT APPEARANCE	D. DICTATION	R. RESEARCH	V. TRAVEL
B. BRIEFING	F. FACTS INVESTIGATION	S. PETTY CASH	W. OTHER
C. CONFERENCE	P. PREPARATION	T. TELEPHONE	

ADDITIONAL COMMENTS: *Discussion of case strategy*

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B. Attach the Time Slip to the appropriate Mount Sheet

CLIENT

MATTER

RESPONSIBLE PERSON

SHEET No. _____ OF _____

ILLUSTRATION #2