

# LEGAL TIMEKEEPING SYSTEM WCTS-7

## INSTALLATION AND OPERATING INSTRUCTIONS

\*Keep these instructions for reference and training new personnel.

### STARTA-SYSTEM® CONTENTS

- 20 or Chargeable Time Slips
- 40 Sets Attached to Time Control Journal
- 100 Mount Sheets
- 2 or 4 Folding Pegboard Folios

### Preparing a Time Slip

1. Beginning at the left of the time slip enter the Date, Initials, Client Name, Legal Matter and File Number. (See A of illustration 1)
2. Using the charts, enter the Time Charge Code and Expense Code. (See B of illustration 1)
3. In the brown shaded box in the center, record the Time Started, Time Ended and Total Time.
4. Refer to the top of the journal to determine proper hour and unit codes. Record this figure on the time slip. (See C of illustration 1)
5. Record the proper charges in the Expense Amount box. (See D of illustration 1)
6. At the bottom of the time slip draw a line to indicate total time. (See E of illustration 1)
7. Date the time slip and write comments relating to the purpose of the time charged.

**TIME AND EXPENSE CONTROL JOURNAL**

TIME CONVERSION - 1/10 MINUTES

1-15	16-30	31-45	46-60
1-15	16-30	31-45	46-60
16-30	31-45	46-60	61-75
31-45	46-60	61-75	76-90

**CHARGEABLE TIME SLIP**

DATE: 4/10/XX INITIAL: KD CLIENT: Q.B.C. Co. MATTER: Copyright Laws FILE NO.: 2681

TIME CHARGE CODES: 1. CONFERENCE, 2. CONSULTATION, 3. CORRESPONDENCE, 4. COURT APPEARANCE, 5. PREPARATION OF DOCUMENT, 6. FILMS, 7. INVESTIGATION, 8. PRETRIAL DISCOVERY, 9. COURT PREPARATION, 10. RESEARCH, 11. TELEPHONE CONFERENCE, 12. TRAVEL, 13. NON-CHARGEABLE, 14. OTHER

EXPENSE CODES: A. BINDING, B. SECRETARIAL, C. COPIES, D. TELEGRAMS, E. FREIGHT, F. FACSIMILE, G. POSTAGE, H. TRAVEL, I. JURY CASH, J. X

TIME STARTED: 9:00 TIME ENDED: 10:30 TOTAL TIME: 2:30

COMMENTS: Meeting to discuss case strategy

FORM NO. WCTS-7 (REV. 11-83) DATE: 4/10/XX POSTED: [ ]

TOTAL TIME: [ ] MINUS NON-BILLABLE TIME: [ ] BILLABLE TIME: [ ] H HOURLY RATE OF: [ ] TOTAL BILLABLE: [ ] TOTAL EXPENSES: [ ]

ILLUSTRATION #1

## Using the Mount Sheet:

- At the top, write the Responsible Person (Attorney's Name), Legal Matter and Client's Name. (See A of illustration 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      *Copyright Laws* MATTER      *ABC Co.* CLIENT

Check Appropriate Blocks Indicating Time Slips Billed

DATE: 4/10/xx	INITIAL: KD	CLIENT: ABC Co.	FILE NO.: 2681	CODE: 1	AMOUNT: 250	CODE: C	AMOUNT: 3.50																																																																																																																								
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**A. Write the Attorney's Name, Legal Matter and Client Name**

**B. Attach the Time Slip to the appropriate Mount Sheet**

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SHEET No. \_\_\_\_\_ OF \_\_\_\_\_

ILLUSTRATION #2