

## **Recording Time**

### **Why?**

Internal and external reasons: (1) to track how busy you are; (2) to document what you are doing; (3) to create the basis for client bills; (4) to inform the billing partner and/or client of the scope of the work and the task performed to give a basis for determining the value of the time expended; (5) to provide accurate support for fee petitions or awards, or audits by legal audit services.

### **How?**

On a preprinted sheet; on a day-timer; on a computer program; on a Word document; e-mailed to your secretary; input directly into the system.

### **What?**

Length of time in tenths of an hour on any particular task; the type of work (conference, teleconference, research, review, drafting, revision, attendance at hearing, analyze, plan and prepare for); participants (conference with whom; telecon with whom; hearing where); description of research, document, hearing, or other event (so that the matter can be reconstructed later).

### **Issues**

Time sheets and bills are, for the most part, not protected by the attorney-client privilege or work product doctrine. Time records, therefore, must walk a fine line between setting out enough detail about the work done, with whom, about what, etc. to allow the time to be reconstructed and supported as reasonable, and giving away too much about the communications of the client or the thought processes of counsel.