

Sample Associate Timesheet

NAME: _____

WEEK OF: _____

Date	Client/Matter/[Code] /[Number]	Description of Work/Services Provided	Time Worked (in [.10/.20/.25] hour increments)	Supervising Lawyer (initials)	Assigning Lawyer (initials)

TOTALS:

Client/Matter/[Code]/[Number]	Total Hours for Week

[Approval: _____]

Date: _____]