

# LEGAL TIMEKEEPING SYSTEM SAN-125-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 highlighted peghole over the top peg.
2. Place one bank of shingled Time Slips over the Recap Sheet by placing the top peghole over the top peg of the pegboard.
3. Beginning at the left of the Time Slip, enter the Date, Attorney's Name, Client Name or Legal Matter and File Number. (See A of illustration 1)
4. Using the Time Conversion chart at the top of the Recap Sheet, determine the appropriate time code. Enter this figure in the last box of the Time Slip. (See B of illustration 1)
5. In the center of the Time Slip, check the box which designates the purpose of the chargeable time. (See C of illustration 1)
6. At the bottom of the Time Slip, write any additional comments. (See D of illustration 1)

**TIME RECAP**

DATE	ATTORNEY	CLIENT AND/OR MATTER	FILE NO.	TIME
4/10/XX	Doyle	ABC Co - Copyright Laws	2681	25

**TIME CONVERSION 15 UNIT**

MINUTES	UNIT
1-14	1
15-28	2
29-42	3
43-56	4
57-70	5
71-84	6
85-98	7
99-112	8
113-126	9
127-140	10
141-154	11
155-168	12
169-182	13
183-196	14
197-210	15

**WORK DONE**

WORK DONE	REVIEW OF / PREP, PLEAD, DEPOSITION, MEMORANDUM TO HEARINGS, TRIALS, TRAVEL, OTHER-EXPLAIN UNDER COMMENTS
<input type="checkbox"/> TELEPHONE TO	
<input type="checkbox"/> TELEPHONE FROM	
<input type="checkbox"/> WRITING LETTER TO	
<input type="checkbox"/> READING PAPERS, LETTERS RE	
<input checked="" type="checkbox"/> CONFERENCE WITH C. Perkins	
<input type="checkbox"/> RESEARCH RE	
<input type="checkbox"/> PREP. OF AGREEMENT RE	

COMMENTS: Discussion of case strategy

**A. Enter all necessary information on the Time Slip posting line**

**B. Determine and enter the Time Code**

**C. Check the purpose of chargeable time**

**D. Write any additional comments**

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

*Copyright Laws*  
MATTER

*ABC Co.*  
CLIENT

Check Appropriate Blocks Indicating Time Slip Billed

4/10/xx	<i>Doyle</i>	<i>ABC Co.</i>	A. Enter Attorney's Name, Case Number or Matter and Client Name		<i>2681</i>	<i>2</i>	<i>5</i>
DATE	ATTORNEY	CLIENT			FILE NO.	HOURS	MINUTES

TELEPHONE TO \_\_\_\_\_ FILE \_\_\_\_\_  
 TELEPHONE FROM \_\_\_\_\_ PREP. PLEADING (TYPE) \_\_\_\_\_  
 WRITING LETTER TO \_\_\_\_\_ DEPOSITION OF \_\_\_\_\_  
 READING PAPERS, LETTERS RE \_\_\_\_\_ MEMORANDUM TO \_\_\_\_\_  
 CONFERENCE WITH *C. Perkins* HEARINGS, TRIALS \_\_\_\_\_  
 RESEARCH RE \_\_\_\_\_ TRAVEL \_\_\_\_\_  
 PREP. OF AGREEMENT RE \_\_\_\_\_ OTHER-EXPLAIN UNDER COMMENTS \_\_\_\_\_

COMMENTS: *Discussion of case strategy*

FORM MANUFACTURED BY (TD-80) COPYRIGHT 1988 BY *Smiley* MONTHS - YEARS - DAYS - HOURS - MINUTES - SECONDS - TENTHS OF SECONDS

2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16

B. Attach the Time Slip to the appropriate Mount Sheet

CLIENT  
MATTER  
RESPONSIBLE PERSON

WILSON SERVICE AND SUPPLY CO. • ELWOOD PARK • ALVARADO PARK • TEXAS • OKLAHOMA • OKLAHOMA • OKLAHOMA • OKLAHOMA • OKLAHOMA  
FORM NO. WMS-101  
501

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

**ILLUSTRATION #2**