

# LEGAL TIMEKEEPING SYSTEM WCTS-4

## 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, Lawyer's Initials, Client Name, and Legal Matter or File Number. (See A of illustration 1)
2. Using the Code of Charges, enter the code which describes the purpose of the time charged. (See B of illustration 1)
3. Refer to the chart at the top of the Time Control Journal to determine the proper code for chargeable time. Record this figure on the time slip. (See C of illustration 1)
4. Record the proper charges in the Amount box. (See D of illustration 1)
5. In the remarks section, write comments relating to the purpose of the time charged. (See E of illustration 1.)

DATE	INITIALS	CLIENT'S NAME	MATTER OR FILE NUMBER	CODE	CHARGEABLE HOURS	AMOUNT	V.
4/10/XX	KD	ABC Co.	2681	F	2.5	\$250.00	

**CHARGEABLE TIME CONTROL JOURNAL**

MINUTES

MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES	MINUTES
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

**CHARGEABLE TIME SLIP**

REMARKS: Meeting to discuss case strategy

**Code of Charges:**  
A - COURT APPEARANCE  
C - CONFERENCE  
F - FACTS INVESTIGATION  
FG - FILING  
L - LETTER  
LE - LEGAL LETTER  
P - PREPARATION  
R - RESEARCH  
PC - PETTY CASH CHARGE  
TR - TRAVEL  
N - NON-CHARGEABLE

**TOTALS:**  
CONVERTED HOURS: \_\_\_\_\_  
NON-BILLABLE TIME: \_\_\_\_\_  
CHARGEABLE TIME: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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.

The illustration shows a 'CHARGEABLE TIME SLIP' form. At the top, handwritten entries include 'K. Doyle' as the Responsible Person, '2681' as the Matter, and 'ABC Co.' as the Client. A box labeled 'A. Enter Attorney's Name, Case Number and Client Name' points to these fields. The form includes a table for recording time with columns for Date, Attorney's Initials, Client's Name, Hour, Code, Minutes, and Amount. A 'REMARKS' section contains the handwritten note 'Meeting to discuss case strategy'. A 'CODE OF CHARGE' legend is provided on the right, listing categories like Court Appearance, Conference, Facts Investigation, etc. Below the main form is a 'MOUNT SHEET' with a grid of 16 rows for attaching multiple time slips. A box labeled 'B. Attach the time slip to the appropriate Mount Sheet' points to this grid. The form is identified as 'FORM NO. 1014-1-66B' and includes a 'POSTED' and 'DATE BILLED' section.

**ILLUSTRATION #2**