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

- 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)
- Using the Code of Charges, enter the code which describes the purpose of the time charged. (See B of illustration 1)
- 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)
- Record the proper charges in the Amount box. (See D of illustration 1)
- In the remarks section, write comments relating to the purpose of the time charged. (See E of illustration 1.)

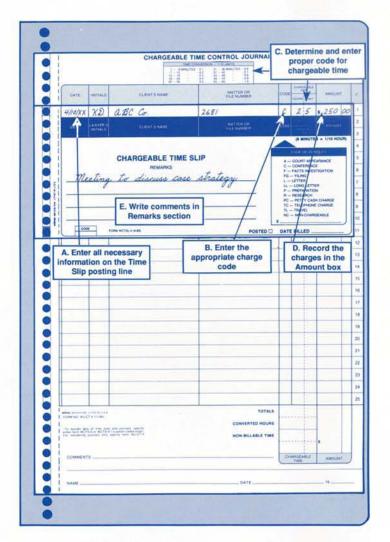


ILLUSTRATION #1

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.

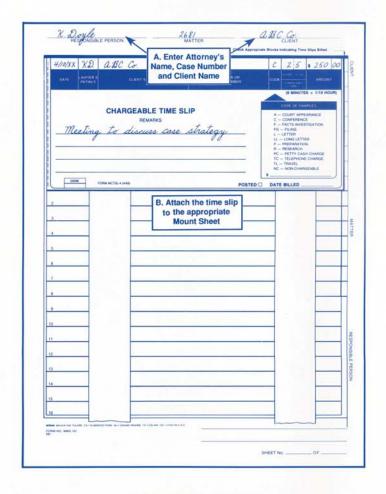


ILLUSTRATION #2