# **LEGAL TIMEKEEPING SYSTEM WCTS-7**

### INSTALLATION AND OPERATING INSTRUCTIONS

\*Keep these instructions for reference and training new personnel.

#### STARTA-SYSTEM® CONTENTS

20 or Chargeable Time Slips

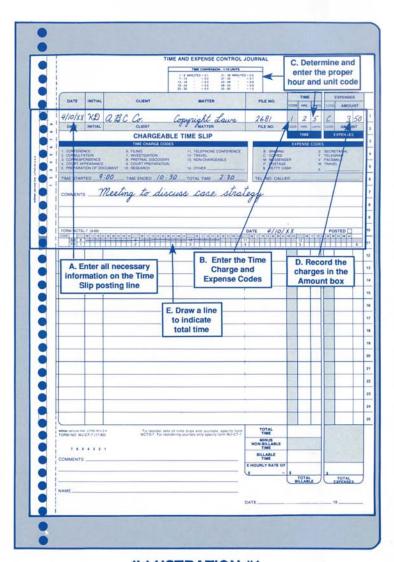
40 Sets Attached to Time Control Journal

100 Mount Sheets

2 or 4 Folding Pegboard Folios

## Preparing a Time Slip

- Beginning at the left of the time slip enter the Date, Initials, Client Name, Legal Matter and File Number. (See A of illustration 1)
- Using the charts, enter the Time Charge Code and Expense Code. (See B of illustration 1)
- 3. In the brown shaded box in the center, record the Time Started, Time Ended and Total Time.
- Refer to the top of the journal to determine proper hour and unit codes. Record this figure on the time slip. (See C of illustration 1)
- Record the proper charges in the Expense Amount box. (See D of illustration 1)
- 6. At the bottom of the time slip draw a line to indicate total time. (See E of illustration 1)
- 7. Date the time slip and write comments relating to the purpose of the time charged.

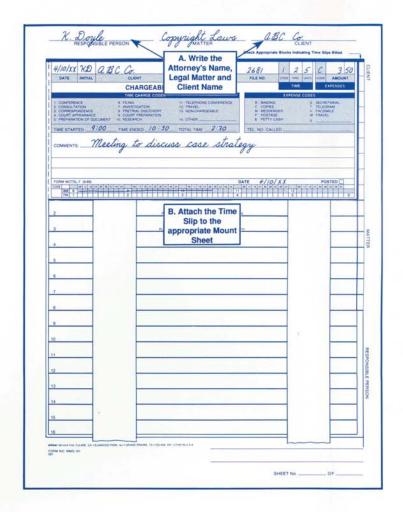


**ILLUSTRATION #1** 

## **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**