SAN FRANCISCO TRIAL COURTS
ATTORNEY AND INVESTIGATOR FEE WORKSHEET

CASE NAME AND # _____

Each column must be completed for each entry. The explanation column should include the names of persons contacted and a brief description of subject matter. Attorneys must also provide the actual times and department number related to any in-court appearances. All hours should be listed in tenths (.10) or quarters (.25 or .75) of an hour.

DATE	IN-COURT TIME		TIME BILLED	PHASE CODE	TASK CODE	DEPARTMENT or EXPLANATION of TASK
	FROM	TO				

Please submit one original and one copy of the order and all attachments.
(LAST REVISED 3/22/05)

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