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| **CASE TIME SHEET** *Be sure to TOTAL your Miles & Time on the FINAL ROW.* |
| Please only record time that was spent directly on your case, not time spent on continuing education. Include attempted as well as successful contacts, time spent in court, case planning conferences, travel, and paperwork. Time should be recorded in 5 minute increments. |
| **Date** | **Miles** | **Length of Time (ex. 1 hr, 5 mins)**  | **Name of Person Contacted** | **Relation to Case** | **How Contacted** | **Activity/Brief Comments** |
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