

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
Total:						

Name: _____

Child Name: _____

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