

DATE 8/23/06

DAILY ACTIVITY SHEET

UT Paralegal Studies Program

Time of Arrival 8:00 1:00
 Time of Departure 12:00 5:00
 Number of Hours 8

| Client | File | Work Performed* | Time to tenth of hour** | |
|--------|-------|---|-------------------------|------------------------|
| | | | TIME | PARALEGAL/ ATTORNEY |
| XXXXX | XXXXX | <i>LR on law re: breach of contract</i> | 2.0 |) |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | <i>Pa to client to obtain information to answer interrogatories</i> | .9 |) |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |

TOTAL 2.9

Signature of Paralegal Intern

| *Codes for Work Performed | | ** Conversion of Time into Decimals | |
|---------------------------|--------------------------|-------------------------------------|-----------------------|
| C-Conference with | NC-Non Chargeable Time | 6 Minutes = .1 Hour | 36 Minutes = .6 Hour |
| CT-Court Hearing | P-Preparation Of | 12 Minutes = .2 Hour | 42 Minutes = .7 Hour |
| D-Dictation Of | PC-Phone Conference With | 15 Minutes = .25 Hour | 45 Minutes = .75 Hour |
| LF-Letter From | R-Review Of | 18 Minutes = .3 Hour | 48 Minutes = .8 Hour |
| LR-Legal Research | RV-Revision Of | 24 Minutes = .4 Hour | 54 Minutes = .9 Hour |
| LT-Letter To | SA-Sum Advanced For | 30 Minutes = .5 Hour | 60 Minutes = 1.0 Hour |

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Time of Departure 12:00

Number of Hours 4

| Client | File | Work Performed* | Time to tenth of hour** | |
|--------|-------|--|-------------------------|------------------------|
| | | | TIME | PARALEGAL/ ATTORNEY |
| XXXXX | XXXXX | LR on law re: breach of CONTRACT | 2.0 | K. Reed |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | PC to client to obtain information to answer interrogatories | .9 | B. Moore |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |
| XXXXX | XXXXX | | | |

TOTAL 2.9

 Signature of Paralegal Intern

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|---------------------------|--------------------------|-------------------------------------|-----------------------|
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