**Employee Timesheet**

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| **Date:** | 11/14/2014 |

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| **Employee Name:** | Penny Paralegal |

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| **Billable/Non-Billable** | **Case Name** | **Client Name** | **Description of Task** | **Time Spent** |
|  | Smith v. McDonald’s | Acme Insurance Company | Researched the issue of vicarious liability. | 1 hour |
|  | Jones v. Driver | Riche Insurance Company | Interviewed witness Car Accident. Discussed what Mr. Accident witnessed on 10/31/14, as he drove down East Avenue. | 1 hour and 12 minutes |
|  | Badd vs. Bob Hurt | Medical Insurance Company. | Prepared deposition questions for supervising attorney. | 2 hours |
|  | Injuree v. Falt | Speedy Insurance Company | Traveled by train to attend deposition of Dr. Feelgood. | 2 hours |
|  |  |  | Spoke with supervising attorney about format for doing initial interviews with new clients. | 12 minutes |
|  |  |  | Met with other paralegals on team to discuss conversion of office documents to electronic files. | 30 minutes |
|  | Wounde v. Saffe | Allied Insurance Company | Called courthouse in preparation for upcoming trial.Discussed whether courtroom was equipped with evidence presentation system, live video capability, juror/witness monitors, and procedure for acceptance of Power Point trial presentation by judge. | 48 minutes |
|  | Autow v. Walker | Secure Insurance Company | Spoke with accident reconstruction expert regarding their report regarding the accident scene. | 24  minutes |
|  |  |  | Docketed court dates in various cases. | 12 minutes |
|  | Walco v. Guy | Storr Insurance Company | Interviewed injured plaintiff Mr. Guy regarding medical treatment obtained immediately after fall at Walco. | 42 minutes |

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| **Total:** | 7 hours 30 minutes minutes |