



**MAJOR
LEGAL
SERVICES[©]**

Cleveland, Ohio

(216) 579-9782 • FAX (216) 579-1662

www.majorlegalservices.com

EMPLOYEE'S TIME RECORD

NAME: _____ MONTH: _____

CASE / MATTER: _____

DATE	TIME RECORD	TOTAL HOURS
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
DAY _____ DATE _____	IN _____ OUT _____ IN _____ OUT _____ IN _____ OUT _____	
TOTAL FOR WEEK:		

Authorized Signature / Init.: _____

PART ONE: Major Legal Services

PART TWO: Client

PART THREE: Employee