

Paralegal's Name: Leidy Gonzalez

06.23.26

Date:

Case: (Client ID/Assignment)

Billable Hours Chart

Date	Task	Source Found	Time In	Time Out	Total Hours
04/10/2026	Reviewed client intake materials		9:00 AM	9:30 AM	0:30
04/10/2026	Performed conflicts check	no conflicts	10:00 AM	10:30 AM	0:30
04/10/2026	Reviewed Florida Statutes		11:00 AM	12:20 PM	0:80
04/10/2026	Drafted legal memorandum		12:30 PM	2:30 PM	1:20
04/10/2026	Drafted engagement letter		2:30 PM	3:00PM	0:30
				Total Time:	2 :90

Leidy Gonzalez

2026-06-30

Brewster Matter

Date	Task	Source Found	Time In	Time Out	Total Hours
06/29/2026	Research ABA Rule 1.1 and Rule 1.3	ABA Model Rules	10:00	10:45	0:45
06/29/2026	Research Florida Rules 4-1.1 and 4-1.3	Florida Bar Rules	10:45	11:30	0:45
06/29/2026	Draft ethics essay	Research sources	11:30	12:15	0:45
				Total Time:	2:15