

Paralegal's Name: Leidy Gonzalez

Date:

Case: *Certificate of Compliance with Mandatory Disclosure*

Billable Hours Chart

07/17/26

Date	Task	Source Found	Time In	Time Out	Total Hours
	Reviewed assignment and Florida Family Law Rule 12.285 requirements	Florida Family Law Forms	9:00 AM	9:15 AM	0:25
	Reviewed form and prepared client-specific information	Florida Courts	9:20 AM	9:35 AM	0:17
	Saved completed form to working file	Client File	9:40AM	9:45AM	0:42
					0:00
					0:00
				Total Time:	0.84

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Billable Hours Chart

Date:

07/17/26

Case: *Client Letter Regarding MD*

Date	Task	Source Found	Time In	Time Out	Total Hours
	Drafted client letter explaining Certificate of Compliance requirements	Florida Family Law Forms	10:10 AM	10:40 AM	.50
	Edited letter for grammar and legal formatting	Microsoft Word	10:40 AM	10:55 AM	0.25
	Final review and saved to working file	Client File	11:00 AM	11:05 AM	0.08
				0.83	

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Billable Hours Chart

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07/17/26

Case: *Letter Requesting Hearing Date*

Date	Task	Source Found	Time In	Time Out	Total Hours
	Drafted letter requesting next available hearing date	Client File	11:00 AM	11:30 AM	.50
	Proofread and formatted correspondence	Microsoft Word	11:30 AM	11:40AM	.17
	Saved finalized letter to working file	Client File	11:40 AM	11:45 AM	0.08
				0.75	

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Billable Hours Chart

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Case: *Petition for Dissolution for Marriage*

Date	Task	Source Found	Time In	Time Out	Total Hours
	Downloaded and reviewed petition form	Florida Family Law Forms	1:20 PM	1:35 PM	0.25
	Completed petition using client information	Florida Family Law Forms	1:35 PM	2:25 PM	0.83
	Reviewed for accuracy, formatting, and completeness	Client File	2:25 PM	2:40 PM	0.25
	Saved completed petition to working file	Client File	2:40 PM	2:45 PM	0.17