

Paralegal's Name: Leidy Gonzalez

Date:

Case: SAMPLE MEMO ORIGINAL

Billable Hours Chart

Date	Task	Source Found	Time In	Time Out	Total Hours
	Reviewed the Uniformed Services Former Spouses' Protection Act and the limitations contained in 10 U.S.C. § 1408.	Just Reviewing	2:00PM	2:15PM	0:15
	Drafted and edited the Separate Property analysis applying California community-property principles.	Just Reviewing	2:30PM	3:00PM	0:3
	Verified citations, reviewed KeyCite treatment, and proofread the completed Separate Property section.	Just Reviewing	3:15PM	3:30PM	0:15
					0:00
					0:00
				Total Time:	0.6